

M e m o r a n d u m

Date: December 17, 2009

To: Golden Gate Division

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**
Golden Gate Division

File No.: 301.10470

Subject: RESPONSE TO REDWOOD CITY AREA COMMAND CHAPTER 17
INSPECTION - FINAL REPORT

Golden Gate Division has reviewed the attached response to the Redwood City Area Chapter 17 Inspection and concurs with the commander. This memorandum will serve as a final report and no quarterly updates will be necessary.

Should you require further information regarding the contents of this memorandum, please contact Assistant Chief Cathy Sulinski at (707) 648-4180.



C. A. SULINSKI, Assistant Chief

Attachments

Safety, Service, and Security

Memorandum

Date: December 17, 2009

To: Golden Gate Division

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**
Golden Gate Division

File No.: 301.10470

Subject: RESPONSE TO NAPA AREA COMMAND CHAPTER 17 INSPECTION -
FINAL REPORT

Golden Gate Division has reviewed the attached response to the Napa Area Chapter 17 Inspection and concurs with the commander. This memorandum will serve as a final report and no quarterly updates will be necessary.

Should you require further information regarding the contents of this memorandum, please contact Assistant Chief Cathy Sulinski at (707) 648-4180.



C. A. SULINSKI, Assistant Chief

Attachments

Safety, Service, and Security

Memorandum

Date: October 28, 2009

To: *GOLDEN GATE DIVISION*

From: DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
Napa Area

File No.: 325.15294

Subject: NAPA AREA OFFICER SAFETY INSPECTIONS REPORT

This memorandum is intended to serve as the written response to the command officer safety inspection report of the Napa Area. The Area commander, lieutenant, and sergeants are actively involved in this program and ensure that all Area personnel are properly trained.

FINDINGS REQUIRING FOLLOW-UP:

No discrepancies were noted.

Questions regarding this response may be directed to me or Lieutenant Masako Nielsen at (707) 253-4906.



M. A. RASMUSSEN, Captain
Commander

cc: Office of the Assistant Commissioner, Field
Golden Gate Division

Safety, Service, and Security

COMMAND INSPECTION PROGRAM
EXCEPTIONS DOCUMENT

Page 1 of 2

Command: Napa	Division: Golden Gate	Chapter: 17
Inspected by: Sergeant Kathryn Bassett		Date: 10/28/2009

INSTRUCTIONS: This document shall be typed. Check appropriate boxes as necessary, or fill in the blanks as indicated. Enter the chapter number of the inspection in the Chapter Inspection number. Under "Forward to:" enter the next level of command where the document shall be routed to and its due date. This document shall be utilized to document innovative practices, suggestions for statewide improvement, identified deficiencies, corrective action plans. A CHP 51 Memorandum may be used if additional space is required.

TYPE OF INSPECTION <input type="checkbox"/> Division Level <input checked="" type="checkbox"/> Command Level <input type="checkbox"/> Executive Office Level		Total hours expended on the inspection: 6	<input type="checkbox"/> Corrective Action Plan Included N/A <input type="checkbox"/> Attachments Included N/A
Follow-up Required: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Forward to: Office of Inspections Due Date: 11/28/2009		

Chapter Inspection: 17

Inspector's Comments Regarding Innovative Practices:

The Area training officer uses a variety of computer programs to assist him in scheduling training and tracking the 311 weapons inspections. On a continuous basis, the training officer stays informed on case law, and keeps the Area officers informed on pertinent information. Additionally, the training officer provides beneficial and creative training which is conducive to the current times.

Command Suggestions for Statewide Improvement:

None.

Inspector's Findings:

No discrepancies were noted.

Commander's Response: ☒ Concur or ☐ Do Not Concur (Do Not Concur shall document basis for response)

None.

Inspector's Comments: Shall address non concurrence by commander (e.g., findings revised, findings unchanged, etc.)

None.

COMMAND INSPECTION PROGRAM
EXCEPTIONS DOCUMENT

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Command: Napa	Division: Golden Gate	Chapter: 17
Inspected by: Sergeant Kathryn Bassett		Date: 10/28/2009

Required Action

Corrective Action Plan/Timeline

No discrepancies were noted.


<input type="checkbox"/> Employee would like to discuss this report with the reviewer. (See HPM 9.1, Chapter 8 for appeal procedures.)	COMMANDER'S SIGNATURE 	DATE 10-28-09
	INSPECTOR'S SIGNATURE 	DATE 10/28/09
<input type="checkbox"/> Reviewer discussed this report with employee <input type="checkbox"/> Concur <input type="checkbox"/> Do not concur	REVIEWER'S SIGNATURE 	DATE 12-17-09

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
AREA MANAGEMENT EVALUATION
OFFICER SAFETY

CHP 453S (Rev. 6-06) OPI 009

AREA Napa	DIVISION Golden Gate	NUMBER 325
EVALUATED BY Sergeant Kathryn Bassett, #15294		DATE 10/28/2009

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION <input type="checkbox"/> Formal Evaluation <input checked="" type="checkbox"/> Informal Evaluation		SUSPENSE DATE	
FOLLOW-UP REQUIRED <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		COMMANDER'S REVIEW 	DATE 10-28-09
BY		EVALUATED 10/27/2009	ACTION REQUIRED No
1. COMMAND INVOLVEMENT		CORRECTED NA	

- a. Does the command emphasize importance of proper enforcement tactics to achieve the lowest possible incidence of injuries incurred by officers? ☒ Yes ☐ No
- (1) Does the commander stress importance of proper enforcement tactics, including use of force? ☒ Yes ☐ No
- (2) Does the safety record of the command reflect an awareness of proper tactics? ☒ Yes ☐ No
- (3) Do the officers' CHP 100 and CHP 118s, Performance Appraisals, contain comments on officer safety? ☒ Yes ☐ No
- b. Are the commander and lieutenants knowledgeable of enforcement tactics, physical methods of arrest, proper use of force, and the correct use of safety equipment? ☒ Yes ☐ No
- (1) Is this knowledge applied properly in critiques of incidents involving officers and sergeants? ☒ Yes ☐ No
- (2) Do the captain and lieutenants maintain a minimum level of enforcement skills? ☒ Yes ☐ No
- (a) Do they attend officer safety training sessions? ☒ Yes ☐ No
- (b) If they are not involved in officer safety, what are the reasons?

2. TRAINING AND CERTIFICATION	EVALUATED 10/27/2009	ACTION REQUIRED No	CORRECTED NA
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a. Do training records indicate formal training has been received and certified? ☒ Yes ☐ No

(1) Do records reflect annual certification of traffic officers and sergeants for proficiency in enforcement tactics, physical methods of arrest, and the proper use of safety equipment (use of force)? Have certifications been recorded for:

(a) Searching techniques. ☒ Yes ☐ No

(b) Handcuffing. ☒ Yes ☐ No

(c) Use of safety equipment. ☒ Yes ☐ No

(d) Suspect control. ☒ Yes ☐ No

(e) High risk and felony stops. ☒ Yes ☐ No

(f) Hostage control. ☒ Yes ☐ No

(g) Prisoner transportation. ☒ Yes ☐ No

(h) Radio control head operation. ☒ Yes ☐ No

STATE OF CALIFORNIA
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AREA MANAGEMENT EVALUATION
OFFICER SAFETY
CHP 453S (Rev. 6-06) OPI 009

(2) Is the command dedicating enough time toward training?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Do training records reflect certifications for officers and sergeants are current?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Is there an established follow-up procedure to assure timely recertification of all officers and sergeants?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. Do Area supervisors review CHP 121s, CHP 121As, pursuit investigations, personnel complaints, and employ general observations to determine if proper enforcement tactics are being used in the Area?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are well-handled incidents recorded for future training purposes?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are use of force situations closely reviewed to ascertain if all uniformed personnel understand when, and what level of force, is justified?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Does an examination of CHP 100, CHP 118s, and citizen complaints indicate a thorough review is being made?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Do Area supervisors notify those officers who are not proficient and ensure refresher training is made available?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
c. Is refresher training required prior to certification?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are the number of training hours necessary to accomplish certification indicated on the CHP 270?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is any pattern of training weakness apparent?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Have necessary remedial steps been taken to assure thorough and continuous proficiency in all categories?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Does the command have an adequate number of instructors?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Is instructor proficiency maintained?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Has an individual been given responsibility for the program?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Does that individual ensure the quality and level of proficiency is maintained?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are there adequate and properly maintained facilities and equipment available for officer safety training?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) What is the quality and quantity of the training being given?	The Area's training meets POST specifications and departmental policy. Officer Safety Training is conducted on a continuous basis throughout the year, monthly and quarterly.	
(5) Have the supervisor and his/her alternate received proper training?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

3. SAFETY EQUIPMENT	EVALUATED 10/27/2009	ACTION REQUIRED No	CORRECTED NA
a. Is Oleoresin Capsicum (OC) spray (pepper spray) carried by all uniformed personnel, captain and below, while on duty, in uniform?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(1) Is OC spray used when the need is indicated? Are notations made on booking sheets when OC spray is utilized to subdue a subject?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(2) When an officer is assaulted and an injury occurs, are the supervisors noting the use/nonuse of OC spray on the CHP 121?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(3) Are individuals who are exposed to OC spray decontaminated by flushing the affected area with clear water within 30 minutes?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	

AREA MANAGEMENT EVALUATION**OFFICER SAFETY**

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(a) Do Area patrol cars carry at least two 500 mil. bottles of saline solution?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Are officers/sergeants familiar with the decontamination and first-aid procedure?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. Are officers/sergeants familiar with the function of their duty holsters?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Can officers/sergeants draw and fire their weapon, re-holster and without looking at the holster, fasten the safety strap with one hand?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Can officers and sergeants draw and fire their weapons within one and a half seconds, using one hand?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is there personal confirmation by the testing officer that all weapons are unloaded prior to holster-related exercises?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
c. Are officers/sergeants proficient in reloading their weapons?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Do officers/sergeants routinely practice with their batons?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Do officers/sergeants carry their batons on all enforcement stops?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Can officers/sergeants successfully demonstrate approved baton techniques?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
e. Do all uniformed personnel wear body armor?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Were required reports submitted to Supply Services Unit, per policy, for any incidents where body armor was struck by a bullet or other penetrating type instrument?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) If so, did the involved officer receive a complete physical examination?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. Are holsters, ammunition, magazines, magazine pouches, handcuffs, handcuff case, and OC spray projectors inspected in conjunction with the annual performance appraisal?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Do CHP 311 forms indicate compliance?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Were deficiencies corrected within 30 days of the inspection?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

4. FIREARMSEVALUATED
10/27/2009ACTION REQUIRED
NoCORRECTED
NA

a. Has the requirement for quarterly review of policy regulating discharge of firearms been compiled with?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Do officers thoroughly understand the policy?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Do incidents involving firearms show proper understanding of the policy?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. Are shoots conducted as required by policy?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Have steps been taken to correct training deficiencies?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are weapons training and maintenance records readily available? Current?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Do training records show qualification with all authorized weapons, day/night shoots, etc.?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
c. Does the Area have a range officer?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Has the officer completed Academy training for range officers?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Does the officer supervise all shoots?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is the officer well-organized in his/her training?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Is there a designated alternate to the range officer?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Has that officer received Academy training?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

AREA MANAGEMENT EVALUATION

OFFICER SAFETY

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d. Are range facilities adequate for pistol, rifle, shotgun and night shoots?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) If not, has alternate training been established and plans developed to obtain adequate facilities?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Do plans follow instructions for range contract renegotiations?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Have future range needs been considered?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
e. Is an effective and efficient inventory process for shotguns, rifles, and ammunition in place?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Have shotguns been inventoried as required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Are all shotguns accounted for?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Is maintenance/cleaning done as required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(c) Are shotguns fired annually to ensure operable condition?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Have tactical rifles been inventoried as required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Are all tactical rifles accounted for?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Is maintenance/cleaning done as required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(c) Is there adequate storage when the weapons are not being carried by on-duty officers?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(d) Is there an effective method for assignment and control?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is there a procedure in place to periodically audit ammunition? Are the following steps in the audit process taken?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Beginning inventory determined?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Has the total amount of ammunition ordered by requisition as well as returned (unused) ammunition been determined?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(c) Has the total rounds issued per ammunition records been determined?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(d) Has a physical inventory of ammunition been taken?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(e) Has the physical count been compared to the balance on hand according to the inventory record?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(f) Have rounds issued per training records been compared to rounds fired per shooting rosters?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(g) Has the mathematical accuracy of the inventory records been tested?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(h) When ammunition orders are received from Supply Services Unit, is the merchandise inspected, quantities checked against the packing/shipping documents, exceptions noted, and receipt acknowledged immediately upon delivery?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. Is policy adhered to requiring firearms not to be drawn, loaded, or unloaded except in the clearing tube?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Does location of the clearing tube(s) provide safety to personnel in or about the office in the event of an accidental discharge?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
g. Are weapons training records maintained as required per policy? Has record reliability been determined by testing the accuracy of the following recorded information?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Do the dates recorded on the various records correspond to the actual date training was conducted?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Do training dates correspond to the activity information on the employee's CHP 415?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

(3) Do training dates closely correspond to the dates ammunition was issued for training (per inventory records)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Was ammunition issued for training (per inventory records) compared with the actual amount expended (per the shooting roster)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Once done, was the disposition of any unused ammunition verified for those training days tested?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Are records kept updated as training takes place?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(6) Is training recorded on the employee's CHP 270 and in ETRS?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(7) Is required information recorded in accordance with established guidelines and instructions?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(8) Is a roster maintained for each shoot which includes all pertinent information (type of shoot, scores, date, etc.)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
h. Is there a procedure in place which ensures the person processing the ammunition requisition is not involved with the receiving and recording of ammunition inventory?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Is a similar procedure in place which ensures the person recording weapons training information is not involved with handling and recording ammunition?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is access to the ammunition storage and inventory records limited to the ammunition officer and supervisor or backup employee?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
i. If Area has a resident post (RP), what procedures are used to ensure weapons training of RP officers?		
(1) If RP handles ammunition, are proper accountability procedures in place?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
j. Are required inspections conducted in conjunction with the annual CHP 118?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Is a second inspection of the primary firearm conducted every six months?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
5. PHYSICAL METHODS OF ARREST	EVALUATED 10/27/2009	ACTION REQUIRED No
a. Do officers practice weaponless defense?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are officers familiar with the opponent's five weakest points?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Have officers with previous assault injuries thoroughly familiarized themselves with weaponless defense?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. Were demonstrations of the following control techniques by officers observed:		
(1) Control holds.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Punches.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Strikes.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Blocks.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Defensive kicks.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(6) Defenses against grabs.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(7) Defenses against weapons.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(8) Ground defense and takedowns.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(9) Placing and removing suspects into and from vehicles.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

AREA MANAGEMENT EVALUATION

OFFICER SAFETY

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c. Were observations of practical handcuffing techniques made? ☒ Yes ☐ No

(1) Can officers successfully apply handcuffs to a suspect who is standing, kneeling, prone, or uncooperative? ☒ Yes ☐ No

(2) Are all uniformed personnel knowledgeable of departmental policy on handcuffing? ☒ Yes ☐ No

d. Are all persons subjected to physical arrest searched for offensive weapons? ☒ Yes ☐ No

(1) Has the local jail's experience with CHP arrests been reviewed? ☒ Yes ☐ No

(2) Has a practical demonstration of preliminary frisks and thorough searches been observed? ☒ Yes ☐ No

(3) Do all officers know guidelines pertaining to searches of the opposite sex as outlined in policy? ☒ Yes ☐ No

6. ENFORCEMENT TACTICS

EVALUATED
10/28/2009

ACTION REQUIRED
No

CORRECTED
NA

a. Do sergeants and officers have knowledge of proper procedures which should be followed during each of the five options of an enforcement stop? ☒ Yes ☐ No

b. Do officers have a constant awareness of their personal safety during enforcement stops and when apprehending suspected or known criminals? ☒ Yes ☐ No

(1) Were demonstrations of an enforcement stop observed which show the officers' ability to safely control the situation at all times regardless of the level of hazard presented? ☒ Yes ☐ No

(a) Is the violator stop effectively made? ☒ Yes ☐ No

(b) Is the violator completely controlled? ☒ Yes ☐ No

(c) Is the prisoner properly prepared for transportation? ☒ Yes ☐ No

c. Is there evidence of pre-planning and coordination with allied agencies to prepare beat officers for hostage situations? ☒ Yes ☐ No

(1) Do officers understand their role is limited to containment of the incident until relieved by the authority having jurisdiction? ☒ Yes ☐ No

(2) Are officers aware of the need to maintain fire discipline at all times? ☒ Yes ☐ No

(3) Are officers knowledgeable of their responsibility to detain potential witnesses, control ingress and egress to the scene, evacuate the area if required, and render necessary medical aid? ☒ Yes ☐ No

(4) Were various officers and supervisors questioned to determine their knowledge of the CHP role in hostage incidents? ☒ Yes ☐ No

7. PURSUITS

EVALUATED
10/27/2009

ACTION REQUIRED
No

CORRECTED
NA

a. Are all uniformed personnel well-versed in policy regarding the conduct of pursuits? ☒ Yes ☐ No

(1) Number of units? ☒ Yes ☐ No

(2) When to discontinue? ☒ Yes ☐ No

(3) Were pursuit critiques checked to determine if the pursuits comply with enforcement guidelines listed in policy? ☒ Yes ☐ No

(a) Where noncompliance is indicated, were corrective actions taken? ☒ Yes ☐ No

b. Does the Area have written guidelines or plans to ensure proper coordination with allied agencies during pursuits? ☒ Yes ☐ No

AREA MANAGEMENT EVALUATION**OFFICER SAFETY**

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(1) Are any written agreements on file?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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(2) Is Division involved in the planning process?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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(3) Does the Area have and use a pursuit training guide tailored to the specific needs of the command?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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8. FORCIBLE STOPS

EVALUATED	ACTION REQUIRED	CORRECTED
10/28/2009	No	NA

a. Are Area personnel knowledgeable regarding the policy on forcible stops?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
---	---

(1) Does the Area follow departmental policy?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
---	---

(2) Have forcible stop reports been reviewed for compliance with policy?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
--	---

(a) If forcible stop policy has not been complied with, has corrective action been taken or training conducted?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
---	---

9. ROADBLOCKS

EVALUATED	ACTION REQUIRED	CORRECTED
10/28/2009	No	NA

a. Has the Area worked with allied agencies to develop plans for establishing roadblocks and deployment of the hollow spike strip?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
--	---

(1) Are strategic points and personnel assignments outlined?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
--	---

(2) Have the officers received instructions on the proper methods of establishing roadblocks?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
---	---

(3) Have interagency training sessions been conducted?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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10. RADIO FAMILIARIZATION

EVALUATED	ACTION REQUIRED	CORRECTED
10/27/2009	No	NA

a. Are officers familiar with all aspects of the radio control head?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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b. Can officers demonstrate how to change the radio from their home Area to another Area/Division?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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c. Can officers efficiently operate all emergency equipment from the radio head?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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Memorandum

Date: December 17, 2009

To: Golden Gate Division

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**
Golden Gate Division

File No.: 301.10470

Subject: RESPONSE TO OAKLAND AREA COMMAND CHAPTER 17 INSPECTION -
FINAL REPORT

Golden Gate Division has reviewed the attached response to the Oakland Area Chapter 17 Inspection and concurs with the commander. This memorandum will serve as a final report and no quarterly updates will be necessary.

Should you require further information regarding the contents of this memorandum, please contact Assistant Chief Cathy Sulinski at (707) 648-4180.



C. A. SULINSKI, Assistant Chief

Attachments

Safety, Service, and Security

Memorandum

Date: October 23, 2009

To: **GOLDEN GATE DIVISION**

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**
Oakland Area

File No.: 370.12322

Subject: OAKLAND AREA OFFICER SAFETY INSPECTION REPORT

This memorandum is intended to serve as the written response to the command officer safety inspection report of the Oakland Area. The Area commander, lieutenants, and sergeants are actively involved in this program and ensure that all Area personnel are properly trained.

FINDINGS REQUIRING FOLLOW-UP:

No discrepancies were noted.

Questions regarding this response may be directed to Lieutenant Chris Childs or me at (510) 450-3821.



D. E. MORRELL, Captain
Commander

cc: Office of the Assistant Commissioner, Field
Golden Gate Division

Safety, Service, and Security

COMMAND INSPECTION PROGRAM
EXCEPTIONS DOCUMENT

Page 1 of 2

Command: Oakland Area	Division: Golden Gate	Chapter: 17-Officer Safety
Inspected by: Sergeant B. Moffett		Date: 10/17/09

INSTRUCTIONS: This document shall be typed. Check appropriate boxes as necessary, or fill in the blanks as indicated. Enter the chapter number of the inspection in the Chapter Inspection number. Under "Forward to:" enter the next level of command where the document shall be routed to and its due date. This document shall be utilized to document innovative practices, suggestions for statewide improvement, identified deficiencies, corrective action plans. A CHP 51 Memorandum may be used if additional space is required.

TYPE OF INSPECTION <input type="checkbox"/> Division Level <input checked="" type="checkbox"/> Command Level <input type="checkbox"/> Executive Office Level		Total hours expended on the inspection: 4 hours	<input type="checkbox"/> Corrective Action Plan Included <input type="checkbox"/> Attachments Included
Follow-up Required: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Forward to: Golden Gate Division Due Date: 10/31/2009		
Chapter Inspection:			
Inspector's Comments Regarding Innovative Practices:			

None.

Command Suggestions for Statewide Improvement:
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None.

Inspector's Findings:

The Area training officer and the training sergeant are both actively involved in the officer safety training program. Both the training officer and sergeant are certified instructors for PMA and OST. In September 2009, the Area implemented the new required eight-hour officer safety training course. The Area's training program is running smoothly and officers have displayed competence in related tactics and have demonstrated that they have a good working knowledge of related policies.

The only exception noted was with regard to automated training records in ETRS. Although training records are current and up to date, some automated records prior to November 2008 have been lost. In November 2008, a catastrophic server failure occurred which caused the Area to lose some training and AIS records. Because there were no hard copies of these training records, it was not possible to recreate the lost data.

Commander's Response: <input checked="" type="checkbox"/> Concur or <input type="checkbox"/> Do Not Concur (Do Not Concur shall document basis for response)
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The Area commander, lieutenants, and sergeants are actively involved in this program and ensure that Area personnel are properly trained. The ETRS records are current, but as noted above, some older data was lost as a result of the server crash on November 12, 2008. A routine back-up of the Oakland LAN system was conducted on November 11, 2008. Unfortunately, during the data recovery process, some of the ETRS records entered prior to the crash could not be recovered. As a result, as an added precaution, the training officer now saves a copy of ETRS database on the hard drive of his assigned Department desktop computer.

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Command: Oakland Area	Division: Golden Gate	Chapter: 17-Officer Safety
Inspected by: Sergeant B. Moffett		Date: 10/17/09

Inspector's Comments: Shall address non concurrence by commander (e.g., findings revised, findings unchanged, etc.)

Required Action

Corrective Action Plan/Timeline



<input type="checkbox"/> Employee would like to discuss this report with the reviewer. (See HPM 9.1, Chapter 8 for appeal procedures.)	COMMANDER'S SIGNATURE 	DATE 10-23-09
	INSPECTOR'S SIGNATURE 	DATE 10/17/09
<input type="checkbox"/> Reviewer discussed this report with employee	REVIEWER'S SIGNATURE 	DATE 12-17-09
<input type="checkbox"/> Concur <input type="checkbox"/> Do not concur		

AREA MANAGEMENT EVALUATION**OFFICER SAFETY**

CHP 453S (Rev. 6-06) OPI 009

AREA Oakland	DIVISION Golden Gate	NUMBER 370
EVALUATED BY B. Moffett		DATE 10/17/2009

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION <input type="checkbox"/> Formal Evaluation <input checked="" type="checkbox"/> Informal Evaluation		SUSPENSE DATE 10/31/2009	
FOLLOW-UP REQUIRED <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<input type="checkbox"/> Correction Report BY 	COMMANDER'S REVIEW 
		DATE 10-23-09	
1. COMMAND INVOLVEMENT		EVALUATED X	ACTION REQUIRED None

a. Does the command emphasize importance of proper enforcement tactics to achieve the lowest possible incidence of injuries incurred by officers?

☒ Yes ☐ No

(1) Does the commander stress importance of proper enforcement tactics, including use of force?

☒ Yes ☐ No

(2) Does the safety record of the command reflect an awareness of proper tactics?

☒ Yes ☐ No

(3) Do the officers' CHP 100 and CHP 118s, Performance Appraisals, contain comments on officer safety?

☒ Yes ☐ No

b. Are the commander and lieutenants knowledgeable of enforcement tactics, physical methods of arrest, proper use of force, and the correct use of safety equipment?

☒ Yes ☐ No

(1) Is this knowledge applied properly in critiques of incidents involving officers and sergeants?

☒ Yes ☐ No

(2) Do the captain and lieutenants maintain a minimum level of enforcement skills?

☒ Yes ☐ No

(a) Do they attend officer safety training sessions?

☒ Yes ☐ No

(b) If they are not involved in officer safety, what are the reasons?

2. TRAINING AND CERTIFICATION

EVALUATED X	ACTION REQUIRED None	CORRECTED
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a. Do training records indicate formal training has been received and certified?

☒ Yes ☐ No

(1) Do records reflect annual certification of traffic officers and sergeants for proficiency in enforcement tactics, physical methods of arrest, and the proper use of safety equipment (use of force)? Have certifications been recorded for:

(a) Searching techniques.

☒ Yes ☐ No

(b) Handcuffing.

☒ Yes ☐ No

(c) Use of safety equipment.

☒ Yes ☐ No

(d) Suspect control.

☒ Yes ☐ No

(e) High risk and felony stops.

☒ Yes ☐ No

(f) Hostage control.

☒ Yes ☐ No

(g) Prisoner transportation.

☒ Yes ☐ No

(h) Radio control head operation.

☒ Yes ☐ No

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(2) Is the command dedicating enough time toward training?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Do training records reflect certifications for officers and sergeants are current?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Is there an established follow-up procedure to assure timely recertification of all officers and sergeants?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. Do Area supervisors review CHP 121s, CHP 121As, pursuit investigations, personnel complaints, and employ general observations to determine if proper enforcement tactics are being used in the Area?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are well-handled incidents recorded for future training purposes?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are use of force situations closely reviewed to ascertain if all uniformed personnel understand when, and what level of force, is justified?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Does an examination of CHP 100, CHP 118s, and citizen complaints indicate a through review is being made?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Do Area supervisors notify those officers who are not proficient and ensure refresher training is made available?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
c. Is refresher training required prior to certification?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are the number of training hours necessary to accomplish certification indicated on the CHP 270?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is any pattern of training weakness apparent?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(b) Have necessary remedial steps been taken to assure thorough and continuous proficiency in all categories?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Does the command have an adequate number of instructors?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Is instructor proficiency maintained?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Has an individual been given responsibility for the program?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Does that individual ensure the quality and level of proficiency is maintained?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are there adequate and properly maintained facilities and equipment available for officer safety training?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) What is the quality and quantity of the training being given? The quality of the training is very good. The instructors are proficient in all techniques and many extra experience and training to offer to the officers. There is also a sufficient amount of training. Aside from standard OST training and certifications the area has also implemented an 8 hour officer safety training day.		
(5) Have the supervisor and his/her alternate received proper training?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3. SAFETY EQUIPMENT	EVALUATED X	ACTION REQUIRED None
a. Is Oleoresin Capsicum (OC) spray (pepper spray) carried by all uniformed personnel, captain and below, while on duty, in uniform?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Is OC spray used when the need is indicated? Are notations made on booking sheets when OC spray is utilized to subdue a subject?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) When an officer is assaulted and an injury occurs, are the supervisors noting the use/nonuse of OC spray on the CHP 121?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are individuals who are exposed to OC spray decontaminated by flushing the affected area with clear water within 30 minutes?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

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(a) Do Area patrol cars carry at least two 500 mil. bottles of saline solution?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Are officers/sergeants familiar with the decontamination and first-aid procedure?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. Are officers/sergeants familiar with the function of their duty holsters?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Can officers/sergeants draw and fire their weapon, re-holster and without looking at the holster, fasten the safety strap with one hand?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Can officers and sergeants draw and fire their weapons within one and a half seconds, using one hand?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is there personal confirmation by the testing officer that all weapons are unloaded prior to holster-related exercises?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
c. Are officers/sergeants proficient in reloading their weapons?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Do officers/sergeants routinely practice with their batons?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Do officers/sergeants carry their batons on all enforcement stops?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Can officers/sergeants successfully demonstrate approved baton techniques?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
e. Do all uniformed personnel wear body armor?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Were required reports submitted to Supply Services Unit, per policy, for any incidents where body armor was struck by a bullet or other penetrating type instrument?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) If so, did the involved officer receive a complete physical examination?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. Are holsters, ammunition, magazines, magazine pouches, handcuffs, handcuff case, and OC spray projectors inspected in conjunction with the annual performance appraisal?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Do CHP 311 forms indicate compliance?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Were deficiencies corrected within 30 days of the inspection?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
4. FIREARMS	EVALUATED X	ACTION REQUIRED None
a. Has the requirement for quarterly review of policy regulating discharge of firearms been compiled with?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Do officers thoroughly understand the policy?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Do incidents involving firearms show proper understanding of the policy?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. Are shoots conducted as required by policy?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Have steps been taken to correct training deficiencies?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are weapons training and maintenance records readily available? Current?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Do training records show qualification with all authorized weapons, day/night shoots, etc.?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
c. Does the Area have a range officer?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Has the officer completed Academy training for range officers?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Does the officer supervise all shoots?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is the officer well-organized in his/her training?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Is there a designated alternate to the range officer?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Has that officer received Academy training?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

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d. Are range facilities adequate for pistol, rifle, shotgun and night shoots?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) If not, has alternate training been established and plans developed to obtain adequate facilities?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Do plans follow instructions for range contract renegotiations?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Have future range needs been considered?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
e. Is an effective and efficient inventory process for shotguns, rifles, and ammunition in place?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Have shotguns been inventoried as required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Are all shotguns accounted for?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Is maintenance/cleaning done as required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(c) Are shotguns fired annually to ensure operable condition?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Have tactical rifles been inventoried as required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Are all tactical rifles accounted for?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Is maintenance/cleaning done as required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(c) Is there adequate storage when the weapons are not being carried by on-duty officers?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(d) Is there an effective method for assignment and control?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is there a procedure in place to periodically audit ammunition? Are the following steps in the audit process taken?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Beginning inventory determined?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Has the total amount of ammunition ordered by requisition as well as returned (unused) ammunition been determined?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(c) Has the total rounds issued per ammunition records been determined?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(d) Has a physical inventory of ammunition been taken?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(e) Has the physical count been compared to the balance on hand according to the inventory record?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(f) Have rounds issued per training records been compared to rounds fired per shooting rosters?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(g) Has the mathematical accuracy of the inventory records been tested?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(h) When ammunition orders are received from Supply Services Unit, is the merchandise inspected, quantities checked against the packing/shipping documents, exceptions noted, and receipt acknowledged immediately upon delivery?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. Is policy adhered to requiring firearms not to be drawn, loaded, or unloaded except in the clearing tube?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Does location of the clearing tube(s) provide safety to personnel in or about the office in the event of an accidental discharge?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
g. Are weapons training records maintained as required per policy? Has record reliability been determined by testing the accuracy of the following recorded information?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Do the dates recorded on the various records correspond to the actual date training was conducted?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Do training dates correspond to the activity information on the employee's CHP 415?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

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(3) Do training dates closely correspond to the dates ammunition was issued for training (per inventory records)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Was ammunition issued for training (per inventory records) compared with the actual amount expended (per the shooting roster)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Once done, was the disposition of any unused ammunition verified for those training days tested?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Are records kept updated as training takes place?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(6) Is training recorded on the employee's CHP 270 and in ETRS?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(7) Is required information recorded in accordance with established guidelines and instructions?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(8) Is a roster maintained for each shoot which includes all pertinent information (type of shoot, scores, date, etc.)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
h. Is there a procedure in place which ensures the person processing the ammunition requisition is not involved with the receiving and recording of ammunition inventory?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Is a similar procedure in place which ensures the person recording weapons training information is not involved with handling and recording ammunition?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is access to the ammunition storage and inventory records limited to the ammunition officer and supervisor or backup employee?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
i. If Area has a resident post (RP), what procedures are used to ensure weapons training of RP officers? N/A		

(1) If RP handles ammunition, are proper accountability procedures in place?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
j. Are required inspections conducted in conjunction with the annual CHP 118?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Is a second inspection of the primary firearm conducted every six months?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

5. PHYSICAL METHODS OF ARREST

	EVALUATED	ACTION REQUIRED	CORRECTED
	X	None	
a. Do officers practice weaponless defense?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are officers familiar with the opponent's five weakest points?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Have officers with previous assault injuries thoroughly familiarized themselves with weaponless defense?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
b. Were demonstrations of the following control techniques by officers observed:			
(1) Control holds.			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Punches.			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(3) Strikes.			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(4) Blocks.			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(5) Defensive kicks.			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(6) Defenses against grabs.			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(7) Defenses against weapons.			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(8) Ground defense and takedowns.			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(9) Placing and removing suspects into and from vehicles.			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

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c. Were observations of practical handcuffing techniques made?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Can officers successfully apply handcuffs to a suspect who is standing, kneeling, prone, or uncooperative?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are all uniformed personnel knowledgeable of departmental policy on handcuffing?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Are all persons subjected to physical arrest searched for offensive weapons?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Has the local jail's experience with CHP arrests been reviewed?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Has a practical demonstration of preliminary frisks and thorough searches been observed?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Do all officers know guidelines pertaining to searches of the opposite sex as outlined in policy?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
6. ENFORCEMENT TACTICS	EVALUATED X	ACTION REQUIRED None
a. Do sergeants and officers have knowledge of proper procedures which should be followed during each of the five options of an enforcement stop?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. Do officers have a constant awareness of their personal safety during enforcement stops and when apprehending suspected or known criminals?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Were demonstrations of an enforcement stop observed which show the officers' ability to safely control the situation at all times regardless of the level of hazard presented?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is the violator stop effectively made?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Is the violator completely controlled?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(c) Is the prisoner properly prepared for transportation?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
c. Is there evidence of pre-planning and coordination with allied agencies to prepare beat officers for hostage situations?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Do officers understand their role is limited to containment of the incident until relieved by the authority having jurisdiction?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are officers aware of the need to maintain fire discipline at all times?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are officers knowledgeable of their responsibility to detain potential witnesses, control ingress and egress to the scene, evacuate the area if required, and render necessary medical aid?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Were various officers and supervisors questioned to determine their knowledge of the CHP role in hostage incidents?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
7. PURSUITS	EVALUATED X	ACTION REQUIRED None
a. Are all uniformed personnel well-versed in policy regarding the conduct of pursuits?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Number of units?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) When to discontinue?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Were pursuit critiques checked to determine if the pursuits comply with enforcement guidelines listed in policy?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Where noncompliance is indicated, were corrective actions taken?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. Does the Area have written guidelines or plans to ensure proper coordination with allied agencies during pursuits?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

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(1) Are any written agreements on file?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No						
(2) Is Division involved in the planning process?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No						
(3) Does the Area have and use a pursuit training guide tailored to the specific needs of the command?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No						
8. FORCIBLE STOPS	<table border="1"> <tr> <td>EVALUATED</td> <td>ACTION REQUIRED</td> <td>CORRECTED</td> </tr> <tr> <td>X</td> <td>None</td> <td></td> </tr> </table>	EVALUATED	ACTION REQUIRED	CORRECTED	X	None	
EVALUATED	ACTION REQUIRED	CORRECTED					
X	None						
a. Are Area personnel knowledgeable regarding the policy on forcible stops?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No						
(1) Does the Area follow departmental policy?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No						
(2) Have forcible stop reports been reviewed for compliance with policy?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No						
(a) If forcible stop policy has not been complied with, has corrective action been taken or training conducted?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No						
9. ROADBLOCKS	<table border="1"> <tr> <td>EVALUATED</td> <td>ACTION REQUIRED</td> <td>CORRECTED</td> </tr> <tr> <td>X</td> <td>None</td> <td></td> </tr> </table>	EVALUATED	ACTION REQUIRED	CORRECTED	X	None	
EVALUATED	ACTION REQUIRED	CORRECTED					
X	None						
a. Has the Area worked with allied agencies to develop plans for establishing roadblocks and deployment of the hollow spike strip?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No						
(1) Are strategic points and personnel assignments outlined?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No						
(2) Have the officers received instructions on the proper methods of establishing roadblocks?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No						
(3) Have interagency training sessions been conducted?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No						
10. RADIO FAMILIARIZATION	<table border="1"> <tr> <td>EVALUATED</td> <td>ACTION REQUIRED</td> <td>CORRECTED</td> </tr> <tr> <td>X</td> <td>None</td> <td></td> </tr> </table>	EVALUATED	ACTION REQUIRED	CORRECTED	X	None	
EVALUATED	ACTION REQUIRED	CORRECTED					
X	None						
a. Are officers familiar with all aspects of the radio control head?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No						
b. Can officers demonstrate how to change the radio from their home Area to another Area/Division?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No						
c. Can officers efficiently operate all emergency equipment from the radio head?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No						

M e m o r a n d u m

Date: August 14, 2009

To: Golden Gate Division

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**
Redwood City Area

File No.: 330.11853.11853.09-232A

Subject: AREA MANAGEMENT EVALUATION – OFFICER SAFETY.

Redwood City Area conducted an evaluation of its Officer Safety Program from August 10 to 13, 2009. Sergeant Otterby conducted the evaluation and was assisted by Golden Gate Division personnel. Sergeant Otterby determined that the Area's officer safety training is adequate and that the Redwood City Area is in compliance with laws, departmental policy, and the individual training needs of its employees, as outlined in HPM 70.6, Officer Safety Manual.

Areas of Needed/Suggested Improvement (Area/Statewide):

Area training was not recorded on both the CHP 270 and in ETRS, which has been corrected.

Current policy requires training to be entered into ETRS and also printing the CHP 270. It is suggested to stay with ETRS and not print the CHP 270's to maintain accuracy, and to avoid time and expense.

Summary:

The evaluation showed that the Area's overall officer safety training adequate and that the Redwood City Area is in compliance with laws, departmental policy, and the individual training needs of its employees. The command has an adequate number of instructors, but could use more at times to backfill transfers and speed up certification times for the command as a whole. The rifle range currently being used is not ideal. The availability of dates and times do not allow for all teams to be trained every month as preferred, but does meet the required quarterly training. There are few rifle ranges near the Area. None of these rifle ranges have schedules and/or facilities that would allow the training of all Area's personnel every month. At this point, the current rifle range is the best option.


T. S. WALKER, Lieutenant
Acting Commander

Safety, Service, and Security

**COMMAND INSPECTION PROGRAM
EXCEPTIONS DOCUMENT**

Page 1 of 3

Command: Redwood City	Division: Golden Gate	Chapter: Seventeen
Inspected by: Sergeant Matthew Otterby		Date: 08/13/2009

INSTRUCTIONS: This document shall be typed. Check appropriate boxes as necessary, or fill in the blanks as indicated. Enter the chapter number of the inspection in the Chapter Inspection number. Under "Forward to:" enter the next level of command where the document shall be routed to and its due date. This document shall be utilized to document innovative practices, suggestions for statewide improvement, identified deficiencies, corrective action plans. A CHP 51 Memorandum may be used if additional space is required.

TYPE OF INSPECTION <input type="checkbox"/> Division Level <input checked="" type="checkbox"/> Command Level <input type="checkbox"/> Executive Office Level		Total hours expended on the inspection: 10	<input type="checkbox"/> Corrective Action Plan Included <input type="checkbox"/> Attachments Included
Follow-up Required: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Forward to: Golden Gate Due Date: 09/30/2009		

Chapter Inspection:

Inspector's Comments Regarding Innovative Practices:

The Redwood City Area employs martial arts kick pads, boxing focus mitts, a Red Man protective suit and wrapped ax handles to conduct officer safety training and scenarios. These items are relatively inexpensive and allow employees to conduct more realistic training.

Command Suggestions for Statewide Improvement: Current policy requires training to be entered into ETRS and also printing the CHP 270. It is suggested to stay with ETRS and not print the CHP 270's to maintain accuracy, and to avoid time and expense.

Inspector's Findings: This inspector found the officer safety training adequate and that the Redwood City Area is in compliance with laws, departmental policy and the individual training needs of its employees. The command has an adequate number of instructors, but could use more at times to backfill transfers and speed up certification times for the command as a whole. The rifle range currently being used is not ideal. The availability of dates and times do not allow for all teams to be trained every month as preferred, but does meet the required quarterly training. There are few rifle ranges near the Area. None of these rifle ranges have schedules and/or facilities that would allow the training of all Area's personnel every month. At this point, the current rifle range is the best option. Training was not recorded on both the CHP 270 and in ETRS, which has been corrected.

Commander's Response: ☒ Concur or ☐ Do Not Concur (Do Not Concur shall document basis for response)

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EXCEPTIONS DOCUMENT

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Command: Redwood City	Division: Golden Gate	Chapter: Seventeen
Inspected by: Sergeant Matthew Otterby		Date: 08/13/2009

Inspector's Comments: Shall address non concurrence by commander (e.g., findings revised, findings unchanged, etc.) None.



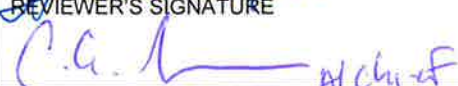
**COMMAND INSPECTION PROGRAM
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Command: Redwood City	Division: Golden Gate	Chapter: Seventeen
Inspected by: Sergeant Matthew Otterby		Date: 08/13/2009

Required Action

Corrective Action Plan/Timeline: N/A

<input type="checkbox"/> Employee would like to discuss this report with the reviewer. (See HPM 9.1, Chapter 8 for appeal procedures.)	COMMANDER'S SIGNATURE 	DATE 09/08/09
	INSPECTOR'S SIGNATURE 	DATE 08/13/09
<input type="checkbox"/> Reviewer discussed this report with employee <input type="checkbox"/> Concur <input type="checkbox"/> Do not concur	REVIEWER'S SIGNATURE 	DATE 12-17-09

AREA MANAGEMENT EVALUATION**OFFICER SAFETY**

CHP 453S (Rev. 6-06) OPI 009

AREA	DIVISION	NUMBER
Redwood City	Golden Gate	330-09-002
EVALUATED BY	DATE	
Otterby, Matthew, P.	08/14/2009	

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION <input type="checkbox"/> Formal Evaluation <input checked="" type="checkbox"/> Informal Evaluation		SUSPENSE DATE N/A
FOLLOW-UP REQUIRED <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		COMMANDER'S REVIEW <i>J. Jomene et. for.</i>
BY _____ <input type="checkbox"/> Correction Report		DATE 09/08/2009
1. COMMAND INVOLVEMENT		EVALUATED 07/15/2009
		ACTION REQUIRED None
		CORRECTED N/A

a. Does the command emphasize importance of proper enforcement tactics to achieve the lowest possible incidence of injuries incurred by officers?

☒ Yes ☐ No

(1) Does the commander stress importance of proper enforcement tactics, including use of force?

☒ Yes ☐ No

(2) Does the safety record of the command reflect an awareness of proper tactics?

☒ Yes ☐ No

(3) Do the officers' CHP 100 and CHP 118s, Performance Appraisals, contain comments on officer safety?

☒ Yes ☐ No

b. Are the commander and lieutenants knowledgeable of enforcement tactics, physical methods of arrest, proper use of force, and the correct use of safety equipment?

☒ Yes ☐ No

(1) Is this knowledge applied properly in critiques of incidents involving officers and sergeants?

☒ Yes ☐ No

(2) Do the captain and lieutenants maintain a minimum level of enforcement skills?

☒ Yes ☐ No

(a) Do they attend officer safety training sessions?

☒ Yes ☐ No

(b) If they are not involved in officer safety, what are the reasons?

2. TRAINING AND CERTIFICATION

EVALUATED 08/05/2009	ACTION REQUIRED No	CORRECTED N/A
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a. Do training records indicate formal training has been received and certified?

☒ Yes ☐ No

(1) Do records reflect annual certification of traffic officers and sergeants for proficiency in enforcement tactics, physical methods of arrest, and the proper use of safety equipment (use of force)? Have certifications been recorded for:

(a) Searching techniques.

☒ Yes ☐ No

(b) Handcuffing.

☒ Yes ☐ No

(c) Use of safety equipment.

☒ Yes ☐ No

(d) Suspect control.

☒ Yes ☐ No

(e) High risk and felony stops.

☒ Yes ☐ No

(f) Hostage control.

☒ Yes ☐ No

(g) Prisoner transportation.

☒ Yes ☐ No

(h) Radio control head operation.

☒ Yes ☐ No

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(2) Is the command dedicating enough time toward training?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Do training records reflect certifications for officers and sergeants are current?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Is there an established follow-up procedure to assure timely recertification of all officers and sergeants?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. Do Area supervisors review CHP 121s, CHP 121As, pursuit investigations, personnel complaints, and employ general observations to determine if proper enforcement tactics are being used in the Area?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are well-handled incidents recorded for future training purposes?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are use of force situations closely reviewed to ascertain if all uniformed personnel understand when, and what level of force, is justified?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Does an examination of CHP 100, CHP 118s, and citizen complaints indicate a through review is being made?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Do Area supervisors notify those officers who are not proficient and ensure refresher training is made available?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
c. Is refresher training required prior to certification?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are the number of training hours necessary to accomplish certification indicated on the CHP 270?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is any pattern of training weakness apparent?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(b) Have necessary remedial steps been taken to assure thorough and continuous proficiency in all categories?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Does the command have an adequate number of instructors?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Is instructor proficiency maintained?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Has an individual been given responsibility for the program?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Does that individual ensure the quality and level of proficiency is maintained?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are there adequate and properly maintained facilities and equipment available for officer safety training?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) What is the quality and quantity of the training being given? Overall training is adequate.		
(5) Have the supervisor and his/her alternate received proper training?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

3. SAFETY EQUIPMENTEVALUATED
08/04/2009ACTION REQUIRED
NoneCORRECTED
N/A

a. Is Oleoresin Capsicum (OC) spray (pepper spray) carried by all uniformed personnel, captain and below, while on duty, in uniform?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Is OC spray used when the need is indicated? Are notations made on booking sheets when OC spray is utilized to subdue a subject?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) When an officer is assaulted and an injury occurs, are the supervisors noting the use/nonuse of OC spray on the CHP 121?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are individuals who are exposed to OC spray decontaminated by flushing the affected area with clear water within 30 minutes?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

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(a) Do Area patrol cars carry at least two 500 mil. bottles of saline solution?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Are officers/sergeants familiar with the decontamination and first-aid procedure?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. Are officers/sergeants familiar with the function of their duty holsters?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Can officers/sergeants draw and fire their weapon, re-holster and without looking at the holster, fasten the safety strap with one hand?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Can officers and sergeants draw and fire their weapons within one and a half seconds, using one hand?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is there personal confirmation by the testing officer that all weapons are unloaded prior to holster-related exercises?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
c. Are officers/sergeants proficient in reloading their weapons?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Do officers/sergeants routinely practice with their batons?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Do officers/sergeants carry their batons on all enforcement stops?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Can officers/sergeants successfully demonstrate approved baton techniques?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
e. Do all uniformed personnel wear body armor?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Were required reports submitted to Supply Services Unit, per policy, for any incidents where body armor was struck by a bullet or other penetrating type instrument?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) If so, did the involved officer receive a complete physical examination?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. Are holsters, ammunition, magazines, magazine pouches, handcuffs, handcuff case, and OC spray projectors inspected in conjunction with the annual performance appraisal?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Do CHP 311 forms indicate compliance?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Were deficiencies corrected within 30 days of the inspection?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
4. FIREARMS	EVALUATED 08/11/2009	ACTION REQUIRED Yes
		CORRECTED 08/13/2009
a. Has the requirement for quarterly review of policy regulating discharge of firearms been compiled with?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Do officers thoroughly understand the policy?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Do incidents involving firearms show proper understanding of the policy?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. Are shoots conducted as required by policy?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Have steps been taken to correct training deficiencies?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are weapons training and maintenance records readily available? Current?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Do training records show qualification with all authorized weapons, day/night shoots, etc.?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
c. Does the Area have a range officer?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Has the officer completed Academy training for range officers?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Does the officer supervise all shoots?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is the officer well-organized in his/her training?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Is there a designated alternate to the range officer?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Has that officer received Academy training?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

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d. Are range facilities adequate for pistol, rifle, shotgun and night shoots?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(1) If not, has alternate training been established and plans developed to obtain adequate facilities?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Do plans follow instructions for range contract renegotiations?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Have future range needs been considered?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
e. Is an effective and efficient inventory process for shotguns, rifles, and ammunition in place?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Have shotguns been inventoried as required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Are all shotguns accounted for?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Is maintenance/cleaning done as required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(c) Are shotguns fired annually to ensure operable condition?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Have tactical rifles been inventoried as required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Are all tactical rifles accounted for?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Is maintenance/cleaning done as required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(c) Is there adequate storage when the weapons are not being carried by on-duty officers?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(d) Is there an effective method for assignment and control?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is there a procedure in place to periodically audit ammunition? Are the following steps in the audit process taken?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Beginning inventory determined?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Has the total amount of ammunition ordered by requisition as well as returned (unused) ammunition been determined?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(c) Has the total rounds issued per ammunition records been determined?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(d) Has a physical inventory of ammunition been taken?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(e) Has the physical count been compared to the balance on hand according to the inventory record?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(f) Have rounds issued per training records been compared to rounds fired per shooting rosters?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(g) Has the mathematical accuracy of the inventory records been tested?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(h) When ammunition orders are received from Supply Services Unit, is the merchandise inspected, quantities checked against the packing/shipping documents, exceptions noted, and receipt acknowledged immediately upon delivery?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. Is policy adhered to requiring firearms not to be drawn, loaded, or unloaded except in the clearing tube?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Does location of the clearing tube(s) provide safety to personnel in or about the office in the event of an accidental discharge?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
g. Are weapons training records maintained as required per policy? Has record reliability been determined by testing the accuracy of the following recorded information?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Do the dates recorded on the various records correspond to the actual date training was conducted?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Do training dates correspond to the activity information on the employee's CHP 415?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

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(3) Do training dates closely correspond to the dates ammunition was issued for training (per inventory records)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Was ammunition issued for training (per inventory records) compared with the actual amount expended (per the shooting roster)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Once done, was the disposition of any unused ammunition verified for those training days tested?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Are records kept updated as training takes place?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(6) Is training recorded on the employee's CHP 270 and in ETRS?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(7) Is required information recorded in accordance with established guidelines and instructions?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(8) Is a roster maintained for each shoot which includes all pertinent information (type of shoot, scores, date, etc.)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
h. Is there a procedure in place which ensures the person processing the ammunition requisition is not involved with the receiving and recording of ammunition inventory?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Is a similar procedure in place which ensures the person recording weapons training information is not involved with handling and recording ammunition?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is access to the ammunition storage and inventory records limited to the ammunition officer and supervisor or backup employee?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
i. If Area has a resident post (RP), what procedures are used to ensure weapons training of RP officers? No resident post.		
(1) If RP handles ammunition, are proper accountability procedures in place?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
j. Are required inspections conducted in conjunction with the annual CHP 118?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Is a second inspection of the primary firearm conducted every six months?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
5. PHYSICAL METHODS OF ARREST	EVALUATED 08/13/2009	ACTION REQUIRED None
a. Do officers practice weaponless defense?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are officers familiar with the opponent's five weakest points?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Have officers with previous assault injuries thoroughly familiarized themselves with weaponless defense?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. Were demonstrations of the following control techniques by officers observed:		
(1) Control holds.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Punches.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Strikes.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Blocks.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Defensive kicks.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(6) Defenses against grabs.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(7) Defenses against weapons.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(8) Ground defense and takedowns.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(9) Placing and removing suspects into and from vehicles.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

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c. Were observations of practical handcuffing techniques made?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Can officers successfully apply handcuffs to a suspect who is standing, kneeling, prone, or uncooperative?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are all uniformed personnel knowledgeable of departmental policy on handcuffing?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Are all persons subjected to physical arrest searched for offensive weapons?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Has the local jail's experience with CHP arrests been reviewed?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Has a practical demonstration of preliminary frisks and thorough searches been observed?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Do all officers know guidelines pertaining to searches of the opposite sex as outlined in policy?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
6. ENFORCEMENT TACTICS	EVALUATED 08/13/2009	ACTION REQUIRED None	CORRECTED N/A
a. Do sergeants and officers have knowledge of proper procedures which should be followed during each of the five options of an enforcement stop?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. Do officers have a constant awareness of their personal safety during enforcement stops and when apprehending suspected or known criminals?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Were demonstrations of an enforcement stop observed which show the officers' ability to safely control the situation at all times regardless of the level of hazard presented?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is the violator stop effectively made?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Is the violator completely controlled?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(c) Is the prisoner properly prepared for transportation?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
c. Is there evidence of pre-planning and coordination with allied agencies to prepare beat officers for hostage situations?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Do officers understand their role is limited to containment of the incident until relieved by the authority having jurisdiction?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are officers aware of the need to maintain fire discipline at all times?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are officers knowledgeable of their responsibility to detain potential witnesses, control ingress and egress to the scene, evacuate the area if required, and render necessary medical aid?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Were various officers and supervisors questioned to determine their knowledge of the CHP role in hostage incidents?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
7. PURSUITS	EVALUATED 08/11/2009	ACTION REQUIRED None	CORRECTED N/A
a. Are all uniformed personnel well-versed in policy regarding the conduct of pursuits?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Number of units?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) When to discontinue?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Were pursuit critiques checked to determine if the pursuits comply with enforcement guidelines listed in policy?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Where noncompliance is indicated, were corrective actions taken?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. Does the Area have written guidelines or plans to ensure proper coordination with allied agencies during pursuits?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

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(1) Are any written agreements on file?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is Division involved in the planning process?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Does the Area have and use a pursuit training guide tailored to the specific needs of the command?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
8. FORCIBLE STOPS	EVALUATED 08/13/2009	ACTION REQUIRED None
		CORRECTED N/A
a. Are Area personnel knowledgeable regarding the policy on forcible stops?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Does the Area follow departmental policy?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Have forcible stop reports been reviewed for compliance with policy?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) If forcible stop policy has not been complied with, has corrective action been taken or training conducted?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
9. ROADBLOCKS	EVALUATED 08/13/2009	ACTION REQUIRED None
		CORRECTED N/A
a. Has the Area worked with allied agencies to develop plans for establishing roadblocks and deployment of the hollow spike strip?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are strategic points and personnel assignments outlined?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Have the officers received instructions on the proper methods of establishing roadblocks?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Have interagency training sessions been conducted?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
10. RADIO FAMILIARIZATION	EVALUATED 08/12/2009	ACTION REQUIRED None
		CORRECTED N/A
a. Are officers familiar with all aspects of the radio control head?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. Can officers demonstrate how to change the radio from their home Area to another Area/Division?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
c. Can officers efficiently operate all emergency equipment from the radio head?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

Memorandum

Date: October 24, 2009

To: *GOLDEN GATE DIVISION*

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**
Castro Valley Area

File No.: 375.13120.12899

Subject: CASTRO VALLEY AREA OFFICER SAFETY EVALUATION REPORT

On July 31, 2009, Castro Valley Area Sergeant J. Allen, ID 12899, conducted an evaluation of the Area's Officer Safety program. During the evaluation, minor issues were noted that were addressed and corrected during the inspection period. There are currently no unresolved issues relative to this inspection.

Questions regarding this response may be directed to Lieutenant Franklin via e-mail at LFranklin@chp.ca.gov or by telephone at (510) 581-9028.



L. M. FRANKLIN, Lieutenant
Commander

Safety, Service, and Security

AREA Castro Valley	DIVISION Golden Gate	NUMBER 375
EVALUATED BY Sgt. J. Allen, ID 12899		DATE 07/31/2009

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION <input checked="" type="checkbox"/> Formal Evaluation <input type="checkbox"/> Informal Evaluation		SUSPENSE DATE	
FOLLOW-UP REQUIRED <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		<input checked="" type="checkbox"/> Correction Report BY Sgt. J. Allen, ID 12899	COMMANDER'S REVIEW  DATE 8-11-09

1. COMMAND INVOLVEMENT

EVALUATED Yes	ACTION REQUIRED No	CORRECTED N/A
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a. Does the command emphasize importance of proper enforcement tactics to achieve the lowest possible incidence of injuries incurred by officers? ☒ Yes ☐ No

(1) Does the commander stress importance of proper enforcement tactics, including use of force? ☒ Yes ☐ No

(2) Does the safety record of the command reflect an awareness of proper tactics? ☒ Yes ☐ No

(3) Do the officers' CHP 100 and CHP 118s, Performance Appraisals, contain comments on officer safety? ☒ Yes ☐ No

b. Are the commander and lieutenants knowledgeable of enforcement tactics, physical methods of arrest, proper use of force, and the correct use of safety equipment? ☒ Yes ☐ No

(1) Is this knowledge applied properly in critiques of incidents involving officers and sergeants? ☒ Yes ☐ No

(2) Do the captain and lieutenants maintain a minimum level of enforcement skills? ☒ Yes ☐ No

(a) Do they attend officer safety training sessions? ☒ Yes ☐ No

(b) If they are not involved in officer safety, what are the reasons? N/A

2. TRAINING AND CERTIFICATION

EVALUATED Yes	ACTION REQUIRED No	CORRECTED N/A
------------------	-----------------------	------------------

a. Do training records indicate formal training has been received and certified? ☒ Yes ☐ No

(1) Do records reflect annual certification of traffic officers and sergeants for proficiency in enforcement tactics, physical methods of arrest, and the proper use of safety equipment (use of force)? Have certifications been recorded for:

(a) Searching techniques. ☒ Yes ☐ No

(b) Handcuffing. ☒ Yes ☐ No

(c) Use of safety equipment. ☒ Yes ☐ No

(d) Suspect control. ☒ Yes ☐ No

(e) High risk and felony stops. ☒ Yes ☐ No

(f) Hostage control. ☒ Yes ☐ No

(g) Prisoner transportation. ☒ Yes ☐ No

(h) Radio control head operation. ☒ Yes ☐ No

AREA MANAGEMENT EVALUATION

OFFICER SAFETY

CHP 453S (Rev. 6-06) OPI 009

(2) Is the command dedicating enough time toward training?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(a) Do training records reflect certifications for officers and sergeants are current?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(b) Is there an established follow-up procedure to assure timely recertification of all officers and sergeants?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
b. Do Area supervisors review CHP 121s, CHP 121As, pursuit investigations, personnel complaints, and employ general observations to determine if proper enforcement tactics are being used in the Area?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(1) Are well-handled incidents recorded for future training purposes?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(2) Are use of force situations closely reviewed to ascertain if all uniformed personnel understand when, and what level of force, is justified?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(a) Does an examination of CHP 100, CHP 118s, and citizen complaints indicate a thorough review is being made?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(b) Do Area supervisors notify those officers who are not proficient and ensure refresher training is made available?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
c. Is refresher training required prior to certification?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(1) Are the number of training hours necessary to accomplish certification indicated on the CHP 270?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(a) Is any pattern of training weakness apparent?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
(b) Have necessary remedial steps been taken to assure thorough and continuous proficiency in all categories?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
d. Does the command have an adequate number of instructors?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(1) Is instructor proficiency maintained?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(2) Has an individual been given responsibility for the program?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(a) Does that individual ensure the quality and level of proficiency is maintained?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(3) Are there adequate and properly maintained facilities and equipment available for officer safety training?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(4) What is the quality and quantity of the training being given? Training is provided by highly motivated officers who have recently attended the 80 hour Departmental Instructor Course at the CHP Academy. Training relative to the CHP 199 is complimented by Advanced Officer Safety Training (AOST) techniques and scenarios. Off-site training facilities have been used as well.			
(5) Have the supervisor and his/her alternate received proper training?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
3. SAFETY EQUIPMENT	EVALUATED Yes	ACTION REQUIRED No	CORRECTED N/A
a. Is Oleoresin Capsicum (OC) spray (pepper spray) carried by all uniformed personnel, captain and below, while on duty, in uniform?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(1) Is OC spray used when the need is indicated? Are notations made on booking sheets when OC spray is utilized to subdue a subject?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(2) When an officer is assaulted and an injury occurs, are the supervisors noting the use/nonuse of OC spray on the CHP 121?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(3) Are individuals who are exposed to OC spray decontaminated by flushing the affected area with clear water within 30 minutes?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	

AREA MANAGEMENT EVALUATION

OFFICER SAFETY

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(a) Do Area patrol cars carry at least two 500 mil. bottles of saline solution?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Are officers/sergeants familiar with the decontamination and first-aid procedure?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. Are officers/sergeants familiar with the function of their duty holsters?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Can officers/sergeants draw and fire their weapon, re-holster and without looking at the holster, fasten the safety strap with one hand?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Can officers and sergeants draw and fire their weapons within one and a half seconds, using one hand?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is there personal confirmation by the testing officer that all weapons are unloaded prior to holster-related exercises?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
c. Are officers/sergeants proficient in reloading their weapons?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Do officers/sergeants routinely practice with their batons?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Do officers/sergeants carry their batons on all enforcement stops?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Can officers/sergeants successfully demonstrate approved baton techniques?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
e. Do all uniformed personnel wear body armor?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Were required reports submitted to Supply Services Unit, per policy, for any incidents where body armor was struck by a bullet or other penetrating type instrument?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) If so, did the involved officer receive a complete physical examination?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
f. Are holsters, ammunition, magazines, magazine pouches, handcuffs, handcuff case, and OC spray projectors inspected in conjunction with the annual performance appraisal?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Do CHP 311 forms indicate compliance?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Were deficiencies corrected within 30 days of the inspection?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
4. FIREARMS	EVALUATED Yes	ACTION REQUIRED Yes
a. Has the requirement for quarterly review of policy regulating discharge of firearms been compiled with?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Do officers thoroughly understand the policy?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Do incidents involving firearms show proper understanding of the policy?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. Are shoots conducted as required by policy?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(1) Have steps been taken to correct training deficiencies?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are weapons training and maintenance records readily available? Current?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Do training records show qualification with all authorized weapons, day/night shoots, etc.?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
c. Does the Area have a range officer?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Has the officer completed Academy training for range officers?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Does the officer supervise all shoots?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is the officer well-organized in his/her training?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Is there a designated alternate to the range officer?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Has that officer received Academy training?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

AREA MANAGEMENT EVALUATION

OFFICER SAFETY

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d. Are range facilities adequate for pistol, rifle, shotgun and night shoots?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) If not, has alternate training been established and plans developed to obtain adequate facilities?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Do plans follow instructions for range contract renegotiations?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Have future range needs been considered?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
e. Is an effective and efficient inventory process for shotguns, rifles, and ammunition in place?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Have shotguns been inventoried as required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Are all shotguns accounted for?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Is maintenance/cleaning done as required?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(c) Are shotguns fired annually to ensure operable condition?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Have tactical rifles been inventoried as required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Are all tactical rifles accounted for?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Is maintenance/cleaning done as required?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(c) Is there adequate storage when the weapons are not being carried by on-duty officers?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(d) Is there an effective method for assignment and control?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is there a procedure in place to periodically audit ammunition? Are the following steps in the audit process taken?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Beginning inventory determined?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Has the total amount of ammunition ordered by requisition as well as returned (unused) ammunition been determined?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(c) Has the total rounds issued per ammunition records been determined?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(d) Has a physical inventory of ammunition been taken?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(e) Has the physical count been compared to the balance on hand according to the inventory record?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(f) Have rounds issued per training records been compared to rounds fired per shooting rosters?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(g) Has the mathematical accuracy of the inventory records been tested?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(h) When ammunition orders are received from Supply Services Unit, is the merchandise inspected, quantities checked against the packing/shipping documents, exceptions noted, and receipt acknowledged immediately upon delivery?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. Is policy adhered to requiring firearms not to be drawn, loaded, or unloaded except in the clearing tube?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Does location of the clearing tube(s) provide safety to personnel in or about the office in the event of an accidental discharge?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
g. Are weapons training records maintained as required per policy? Has record reliability been determined by testing the accuracy of the following recorded information?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Do the dates recorded on the various records correspond to the actual date training was conducted?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Do training dates correspond to the activity information on the employee's CHP 415?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

(3) Do training dates closely correspond to the dates ammunition was issued for training (per inventory records)? ☒ Yes ☐ No

(4) Was ammunition issued for training (per inventory records) compared with the actual amount expended (per the shooting roster)? ☒ Yes ☐ No

(a) Once done, was the disposition of any unused ammunition verified for those training days tested? ☒ Yes ☐ No

(5) Are records kept updated as training takes place? ☒ Yes ☐ No

(6) Is training recorded on the employee's CHP 270 and in ETRS? ☒ Yes ☐ No

(7) Is required information recorded in accordance with established guidelines and instructions? ☒ Yes ☐ No

(8) Is a roster maintained for each shoot which includes all pertinent information (type of shoot, scores, date, etc.)? ☒ Yes ☐ No

h. Is there a procedure in place which ensures the person processing the ammunition requisition is not involved with the receiving and recording of ammunition inventory? ☒ Yes ☐ No

(1) Is a similar procedure in place which ensures the person recording weapons training information is not involved with handling and recording ammunition? ☒ Yes ☐ No

(2) Is access to the ammunition storage and inventory records limited to the ammunition officer and supervisor or backup employee? ☒ Yes ☐ No

i. If Area has a resident post (RP), what procedures are used to ensure weapons training of RP officers? N/A

(1) If RP handles ammunition, are proper accountability procedures in place? ☐ Yes ☐ No

j. Are required inspections conducted in conjunction with the annual CHP 118? ☐ Yes ☒ No

(1) Is a second inspection of the primary firearm conducted every six months? ☒ Yes ☐ No

5. PHYSICAL METHODS OF ARREST

EVALUATED
Yes

ACTION REQUIRED
No

CORRECTED
N/A

a. Do officers practice weaponless defense? ☒ Yes ☐ No

(1) Are officers familiar with the opponent's five weakest points? ☒ Yes ☐ No

(2) Have officers with previous assault injuries thoroughly familiarized themselves with weaponless defense? ☒ Yes ☐ No

b. Were demonstrations of the following control techniques by officers observed:

(1) Control holds. ☒ Yes ☐ No

(2) Punches. ☒ Yes ☐ No

(3) Strikes. ☒ Yes ☐ No

(4) Blocks. ☒ Yes ☐ No

(5) Defensive kicks. ☒ Yes ☐ No

(6) Defenses against grabs. ☒ Yes ☐ No

(7) Defenses against weapons. ☒ Yes ☐ No

(8) Ground defense and takedowns. ☒ Yes ☐ No

(9) Placing and removing suspects into and from vehicles. ☒ Yes ☐ No

AREA MANAGEMENT EVALUATION

OFFICER SAFETY

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(1) Are any written agreements on file? ☐ Yes ☒ No

(2) Is Division involved in the planning process? ☐ Yes ☒ No

(3) Does the Area have and use a pursuit training guide tailored to the specific needs of the command? ☒ Yes ☐ No

8. FORCIBLE STOPS

EVALUATED

Yes

ACTION REQUIRED

No

CORRECTED

N/A

a. Are Area personnel knowledgeable regarding the policy on forcible stops? ☒ Yes ☐ No

(1) Does the Area follow departmental policy? ☒ Yes ☐ No

(2) Have forcible stop reports been reviewed for compliance with policy? ☒ Yes ☐ No

(a) If forcible stop policy has not been complied with, has corrective action been taken or training conducted? ☒ Yes ☐ No

9. ROADBLOCKS

EVALUATED

Yes

ACTION REQUIRED

No

CORRECTED

N/A

a. Has the Area worked with allied agencies to develop plans for establishing roadblocks and deployment of the hollow spike strip? ☒ Yes ☐ No

(1) Are strategic points and personnel assignments outlined? ☒ Yes ☐ No

(2) Have the officers received instructions on the proper methods of establishing roadblocks? ☒ Yes ☐ No

(3) Have interagency training sessions been conducted? ☐ Yes ☒ No

10. RADIO FAMILIARIZATION

EVALUATED

Yes

ACTION REQUIRED

No

CORRECTED

N/A

a. Are officers familiar with all aspects of the radio control head? ☒ Yes ☐ No

b. Can officers demonstrate how to change the radio from their home Area to another Area/Division? ☒ Yes ☐ No

c. Can officers efficiently operate all emergency equipment from the radio head? ☒ Yes ☐ No

AREA MANAGEMENT EVALUATION

OFFICER SAFETY


CHP 453S (Rev. 6-06) OPI 009

c. Were observations of practical handcuffing techniques made?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Can officers successfully apply handcuffs to a suspect who is standing, kneeling, prone, or uncooperative?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are all uniformed personnel knowledgeable of departmental policy on handcuffing?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Are all persons subjected to physical arrest searched for offensive weapons?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Has the local jail's experience with CHP arrests been reviewed?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Has a practical demonstration of preliminary frisks and thorough searches been observed?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Do all officers know guidelines pertaining to searches of the opposite sex as outlined in policy?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
6. ENFORCEMENT TACTICS	EVALUATED Yes	ACTION REQUIRED No
a. Do sergeants and officers have knowledge of proper procedures which should be followed during each of the five options of an enforcement stop?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. Do officers have a constant awareness of their personal safety during enforcement stops and when apprehending suspected or known criminals?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Were demonstrations of an enforcement stop observed which show the officers' ability to safely control the situation at all times regardless of the level of hazard presented?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is the violator stop effectively made?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Is the violator completely controlled?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(c) Is the prisoner properly prepared for transportation?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
c. Is there evidence of pre-planning and coordination with allied agencies to prepare beat officers for hostage situations?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Do officers understand their role is limited to containment of the incident until relieved by the authority having jurisdiction?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are officers aware of the need to maintain fire discipline at all times?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are officers knowledgeable of their responsibility to detain potential witnesses, control ingress and egress to the scene, evacuate the area if required, and render necessary medical aid?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Were various officers and supervisors questioned to determine their knowledge of the CHP role in hostage incidents?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
7. PURSUITS	EVALUATED Yes	ACTION REQUIRED Yes
a. Are all uniformed personnel well-versed in policy regarding the conduct of pursuits?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Number of units?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) When to discontinue?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Were pursuit critiques checked to determine if the pursuits comply with enforcement guidelines listed in policy?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Where noncompliance is indicated, were corrective actions taken?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. Does the Area have written guidelines or plans to ensure proper coordination with allied agencies during pursuits?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

COMMAND INSPECTION PROGRAM
EXCEPTIONS DOCUMENT
Page 1

Command: Castro Valley	Division: Golden Gate	Chapter: 17
Inspected by: Sgt. J. Allen, ID 12899		Date: 07/31/2009

INSTRUCTIONS: This document shall be typed. Check appropriate boxes as necessary, or fill in the blanks as indicated. Enter the chapter number of the inspection in the Chapter Inspection number. Under "Forward to:" enter the next level of command where the document shall be routed to and its due date. This document shall be utilized to document innovative practices, suggestions for statewide improvement, identified deficiencies, corrective action plans, and may be used to appeal findings. A CHP 51 Memorandum may be used if additional space is required.

TYPE OF INSPECTION <input type="checkbox"/> Division Level <input checked="" type="checkbox"/> Command Level <input type="checkbox"/> Executive Office Level		<input checked="" type="checkbox"/> Corrective Action Plan Included <input type="checkbox"/> Appeal Included <input type="checkbox"/> Attachments Included	
Follow-up Required: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Forward to: <u>Golden Gate Division</u> Due Date: TBD	Commander's Signature: 	Date: <u>8-11-09</u>

Chapter Inspection: Seventeen (17) - Officer Safety

Inspector's Comments Regarding Innovative Practices:

- Area Officer Safety Tactics (OST) Instructors utilize off-site training facilities, enhancing the quality and diversity of training.
- The Area Training Officer, through liaison with the Cabinet Shop, constructed a secure, efficient storage closet for Area rifles, shotguns, and ammunition.
- In addition to POST-mandated topics, Area provides diversified training sessions tailored to the tenure and experience of Area personnel. Examples include recent training days devoted solely to Accident Investigation techniques, utilizing station line/diagramming hands-on sessions. Another training day focused on advanced interview and interrogation techniques.

Command Suggestions for Statewide Improvement:

- None.

Inspector's Findings:

- 1. Command Involvement:
 - a.(1): The Area Commander and Lieutenant routinely discuss issues relative to officer safety during briefings, training days, and Area staff meetings.
 - a.(3): Officer safety suggestions and reminders are included in monthly CHP 100 Form comments.

COMMAND INSPECTION PROGRAM
EXCEPTIONS DOCUMENT

Page 2

Command: Castro Valley	Division: Golden Gate	Chapter: 17
Inspected by: Sgt. J. Allen, ID 12899		Date: 07/31/2009

- 2. Training and Certification:
 - (a): The Area Training Officer has held this position for approximately four (4) years. He has developed an effective record keeping system, both in hardcopy and ETRS formats. He has developed and maintained outstanding liaison and working relationships with Area personnel, allied agencies, Division units, and Headquarters units regarding officer safety and training issues.
 - a. (2): In addition to POST-mandated topics, Area provides diversified training sessions tailored to the tenure and experience of Area personnel.
 - c. (1) a.: No patterns of apparent weaknesses were identified.
 - d. (4): One of the Area Instructors is an Associate AOST Instructor for CHP Academy training sessions. This instructor has developed effective liaison with a local mixed-martial arts training studio, allowing training to take place in their local facility.
- 3. Safety Equipment:
 - d. (1): The majority of Area officers/sergeants utilize a collapsible ASP. Those that do not carry an ASP carry their baton on all enforcement stops. Pursuant to policy, officers and sergeants have their baton available at all times, and always carry their baton when deployed to a potential civil disturbance incident.
 - e. (1): Since the inception of the Castro Valley Area, there have been no incidents of body armor being struck by a bullet or other penetrating type instrument. Therefore, no reports or associated physical examinations of officers have been completed.
- 4. Firearms:
 - b. and b. (3): Factors outside the control of the Area have resulted in officers/sergeants not having the requisite number of range shoots. Area was unable to obtain a range contract and had no range facility between October 2008 and April 2009.
 - b. (1). Steps have been taken to correct this training deficiency. A range contract was secured by the Contracts Unit in April 2009. Range officers and the Area Training Officer have worked diligently to bring Area personnel up to date on their required shoots since April. Pursuant to the guidelines contained within HPM 70.8, Departmental Firearms Manual, the aforementioned deficiencies will be corrected through make-up shoots by the fourth quarter of 2009.
 - c. The Area has three (3) Range Officers who have attended the Departmental Range Officer Training Course (DROTC), as well as the Department Firearms Inspections Course (DFIC).
 - d. Not applicable, as the Area range facilities are adequate for pistol, rifle, shotgun, and night shoots.
 - e. (1) b. and e. (2) b. : Shotgun and rifle maintenance/cleaning has not been completed on a quarterly basis due to the lack of a range facility between October 2008 and April 2009. Thorough inspections were not completed due to the inability to test fire the weapons at a range following inspection. As the range facility became available in April 2009, the Area Training Officer has implemented a maintenance/cleaning schedule to fulfill the requirements of HPM 70.8.
 - j. Required annual inspections of employee pistols (in conjunction with the annual CHP 118) were deficient. Again, this was due to the lack of a range facility to test fire the

COMMAND INSPECTION PROGRAM
EXCEPTIONS DOCUMENT
Page 3

Command: Castro Valley	Division: Golden Gate	Chapter: 17
Inspected by: Sgt. J. Allen, ID 12899		Date: 07/31/2009

weapon following inspection between October 2008 and April 2009. The Area Training Officer, in conjunction with the Training Sergeant and Area Range Officers, has created an inspection timetable which was provided to Area Range Officers. The timetable includes the employee and their anniversary date to ensure annual inspection of all employee pistols now that a range facility is available. This corrective action will ensure all employee pistol inspections meet the requirements of HPM 70.8 by the fourth quarter of 2009.

• 6. Enforcement Tactics:

Demonstrations of enforcement tactics were observed by the Inspector on July 31, 2009. He observed four (4) different officers on enforcement stops during the 0530-1800 shift within the Castro Valley Area. Enforcement contacts included a single-officer traffic stop, as well as a high-risk stop involving three (3) officers for a possible weapon brandishing. The involved officers utilized proper enforcement tactics in all observed situations.

• 7. Pursuits:

- b: While there are no written guidelines between allied agencies, command-level personnel of the Castro Valley Area and the Alameda County Sheriff's Office (ACSO) have discussed, and agreed upon, the fact that Castro Valley CHP units will not take over pursuits from ACSO (or other allied agencies) that originate on surface streets. The agreement is that Castro Valley CHP, barring exigent circumstances, will only take over pursuits from these agencies once they enter the freeway. This is due to the extreme hazards surrounding the geographic make-up of the Castro Valley Area with regards to surface streets. This local policy will be added to the Area Standard Operating Procedures (SOP) no later than September 1, 2009.

Commander's Response:

- Command Involvement: The Acting Commander will continue to emphasize officer safety during briefings, training days, and staff meetings. He will ensure there are adequate numbers of instructors to accommodate Area training needs. Two additional officers are scheduled to attend the instructor course in August 2009.
- Training and Certification: The Acting Commander, as well as the Training Sergeant, will continue to work with the Area Training Officer to ensure all required training is accomplished in a timely manner. Information from the Academy, POST, etc. will be immediately disseminated to the Training Officer and other affected personnel.
- Safety Equipment: The Acting Commander and Area supervisors will continue to ensure employees are carrying their batons and other police protective equipment as required by policy.
- Firearms: The Contracts Unit has secured a range contract for the Area as of April 2009. The Acting Commander and Training Sergeant will work with the Training Officer and range officers to ensure the following:

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EXCEPTIONS DOCUMENT
Page 4

Command: Castro Valley	Division: Golden Gate	Chapter: 17
Inspected by: Sgt. J. Allen, ID 12899		Date: 07/31/2009

- Personnel will be brought up to date on their required shoots by the fourth quarter of 2009.
- Shotgun, rifle, and pistol inspections will be brought into compliance with HPM 70.8 by the fourth quarter of 2009.
- Enforcement Tactics: Area supervisors will continue to monitor officer enforcement contacts while in the field, during training, and by conducting quarterly ridealongs.
- Pursuits: Pursuit training, particularly for those new to the Castro Valley Area, will be continually emphasized. Communication between ACSO and other allied agencies will be accomplished through contacts with their managers. The local policy regarding allied agency pursuits on surface streets will be added to the SOP no later than September 1, 2009.

Inspector's Comments:

Despite challenges outside his control (i.e., lack of a range contract, Area office with limited space), the Area Training Officer, range officers, and OST instructors have all done a very good job fulfilling their duties. The Training Officer maintains excellent records, and has often received praise from Division training personnel regarding his efforts. On July 28, 2009, the Division Training Coordinator conducted an examination of Area records and procedures relative to officer safety. The Division Training Coordinator advised that Castro Valley Area records were well maintained and in accordance with existing policy and procedures. In addition to the training program, the Area Training Officer manages a number of other programs due to the limited number of Special Duty personnel.

Required Action

Corrective Action Plan/Timeline

- A range contract was secured in April 2009.
- The Area Training Officer and Training Sergeant will work with Area Range Officers to ensure employees have the requisite number of shoots by the fourth quarter of 2009.
- The Area Training Officer and Training Sergeant will complete an inspection schedule to ensure pistols, rifles, and shotguns are inspected pursuant to HPM 70.8 by the fourth quarter of 2009.
- The Training Sergeant will outline the local Area policy regarding allied agency surface street pursuits to the Area SOP no later than September 1, 2009.

COMMAND INSPECTION PROGRAM
EXCEPTIONS DOCUMENT

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Command: Castro Valley	Division: Golden Gate	Chapter: 17
Inspected by: Sgt. J. Allen, #12899		Date/Subject: 07/31/2009

<input type="checkbox"/> Employee would like to discuss this report with the reviewer. (See HPM 9.1, Chapter 8 for appeal procedures.)	COMMANDER'S SIGNATURE 	DATE 11/18/09
	INSPECTOR'S SIGNATURE 	DATE 11/18/09
<input type="checkbox"/> Reviewer discussed this report with employee <input checked="" type="checkbox"/> Concur <input type="checkbox"/> Do not concur	REVIEWER'S SIGNATURE 	DATE 11/23/09

Memorandum

Date: January 13, 2010

To: Golden Gate Division

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**
Golden Gate Division

File No.: 301.10470

Subject: RESPONSE TO MISSION GRADE INSPECTION FACILITY COMMAND
CHAPTER 17 INSPECTION - FINAL REPORT

Golden Gate Division has reviewed the attached response to the Mission Grade Inspection Facility Chapter 17 Inspection and concurs with the commander. This memorandum will serve as a final report and no quarterly updates will be necessary.

Should you require further information regarding the contents of this memorandum, please contact Assistant Chief Cathy Sulinski at (707) 648-4180.



C. A. SULINSKI, Assistant Chief

Attachments

Safety, Service, and Security

M e m o r a n d u m

Date: January 8, 2010

To: Golden Gate Division

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**
Mission Grade Enforcement Facility

File No.: 391.13306

Subject: CHAPTER 17 OFFICER SAFETY COMMAND LEVEL RE-INSPECTION-
MISSION GRADE ENFORCEMENT FACILITY

On August 26, 2009, Sergeant S.L. Cooper, #15879, completed an Area Level Chapter 17, Officer Safety Inspection. As a result of the inspection, two discrepancies were revealed. Specifically, it was determined a number of annual weapons inspections had not been completed and personnel had not completed the requisite number of range shoots required, year to date.

On January 5, 2010, Sergeant E. Lehrmann re-inspected weapons inspections and annual range shoots for 2009. Sergeant Lehrmann determined all but one weapon inspection was completed in 2009 and the remaining weapon was inspected on January 4, 2010. Sergeant Lehrmann's re-inspection of annual range shoots revealed no uniformed personnel assigned to the command completed the requisite number shoots in 2009.

In an effort to prevent these discrepancies from re-occurring in 2010 and ensure compliance with departmental policy and procedure, the following measures have been put in place.

Weapons Inspections:

1. The command's Weapons Officer has been provided a schedule for completing inspections. The schedule will be reviewed monthly by the training supervisor to ensure inspections are completed on schedule.
2. The command's Weapons Officer has been provided access to the ETRS "weapons locker". Access will ensure timely and accurate reporting of weapons inspections as they are completed.

Safety, Service, and Security

Golden Gate Division

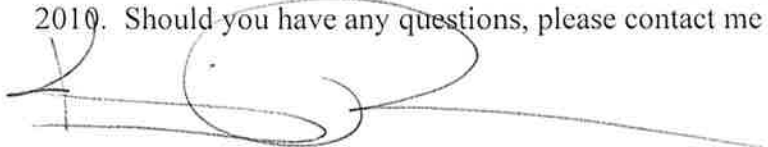
Page 2

January 8, 2010

Range Shoots:

1. The scheduling sergeant will assign personnel to attend the range on each monthly schedule.
2. Upon completing a range shoot, area personnel shall send an e-mail to the training sergeant advising what shoots were completed (pistol, shotgun, AR-15).
3. The training sergeant shall obtain the CHP 416 (Monthly Record of Shoots) each month from the Dublin Area Range Officer. This document will be used as a cross reference to verify reported shoots have been completed.

Implementation of the above mentioned control measures will ensure compliance with departmental policy and procedure and significantly mitigate the opportunity for re-occurrence in 2010. Should you have any questions, please contact me at (925) 862-2223.


A handwritten signature in dark ink, appearing to read 'K. J. Pilon', with a long horizontal stroke extending to the right.

K. J. PILON, Lieutenant
Commander

**COMMAND INSPECTION PROGRAM
EXCEPTIONS DOCUMENT**

Command: M.G.I.F.	Division: Golden Gate	Chapter: 17
Inspected by: Sgt. S. L. Cooper, #15879		Date: 8/26/2009

INSTRUCTIONS: This document shall be typed. Check appropriate boxes as necessary, or fill in the blanks as indicated. Enter the chapter number of the inspection in the Chapter Inspection number. Under "Forward to:" enter the next level of command where the document shall be routed to and its due date. This document shall be utilized to document innovative practices, suggestions for statewide improvement, identified deficiencies, corrective action plans, and may be used to appeal findings. A CHP 51 Memorandum may be used if additional space is required.

TYPE OF INSPECTION <input type="checkbox"/> Division Level <input checked="" type="checkbox"/> Command Level <input type="checkbox"/> Executive Office Level		<input checked="" type="checkbox"/> Corrective Action Plan Included <input type="checkbox"/> Appeal Included <input type="checkbox"/> Attachments Included	
Follow-up Required: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Forward to: _____ Due Date: _____	Commander's Signature: 	Date: 9/24/09
Chapter Inspection: (17) – Officer Safety			
Inspector's Comments Regarding Innovative Practices:			

- In addition to POST-mandated topics, the Area provides personnel with up-to-date, diversified, commercial vehicle regulations and statute training.

Command Suggestions for Statewide Improvement:

- None

Inspector's Findings:

1. Commander Involvement:
 - a(3) – Officer safety suggestions and reminders are included in monthly CHP 100C Form comments.
2. Training and Certification
 - (a) – Area Training Sergeant has held position for approximately one year, and has ensured training records are current in both hard copy and ETRS formats.
 - c(1) – Training hours are also recorded in ETRS.
 - c(1)a – No patterns of apparent weaknesses were identified.
 - d – Area has only one certified OST instructor. Personnel have been solicited for interest in becoming instructors to assist with training needs.
 - d(4) – The sole OST instructor for the Area is an associate instructor for the CHP Academy. This instructor was instrumental in the development of the Department's current AOST program.

COMMAND INSPECTION PROGRAM
EXCEPTIONS DOCUMENT

Command: MGIF	Division: Golden Gate	Chapter: 17
Inspected by: Sgt. S. Cooper #15879		Date: 08/26/2009

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3. Safety Equipment:

a(1-3), (a-b) – Although Area has not had an incident resulting in an O.C. application, personnel are aware of use of force options, documentation requirements, and decon measures.

d(1) – The majority of Area officers/sergeants utilize a collapsible ASP. Those few who do not carry the ASP, carry the side handle baton on enforcement stops. Pursuant to policy, officers and sergeants have their baton available at all times and carry it when deployed to a potential civil disturbance. All personnel have been reminded to review HPM 70.6 and to routinely train with the side-handle baton.

f(2) – Any deficiencies or equipment issues are resolved within 30 days of inspection.

4. Firearms:

b – A review of training records revealed personnel who have not met the requisite number of range shoots. Specific steps have been taken to correct this deficiency. All personnel are individually scheduled to attend range each month. Also, each member of the Area has been reminded of departmental policy regarding required range shoots. Pursuant to the guidelines contained within HPM 70.8, Departmental Firearms Manual, any deficiencies will be corrected through make-up shoots in the fourth quarter of 2009.

c(2) – Area routinely trains with Dublin Area personnel and range supervisor.

c(4) – Mission Grade Inspection Facility currently has one range officer and is currently soliciting interest in a second range officer.

d(1)(a) – Area uses range facilities contracted between the Dublin CHP Area and Alameda County Sheriff's Department.

e(1)(a-c) – Shotguns are assigned to the Dublin Area and are tracked, maintained, and inspected by Dublin Area personnel

e(2)(a-c) – Tactical rifles are assigned to the Dublin Area and are tracked, maintained, and inspected by Dublin Area personnel.

j(1) – A review of Area weapons inspections showed some to be delinquent. The officer responsible for weapon inspections has been tasked to ensure all inspections are brought up to date. The Training Sergeant has created an inspection schedule. The schedule includes the the employee and anniversary date to ensure annual inspection of employee's pistols.

5. Physical Methods of Arrest:

b(6-8) – Area OST instructor has been tasked in training personnel in use of AOST tactics.

d(1) – Personnel have limited contact with local jail personnel. Most arrests are turned over to the host area, Dublin CHP.

COMMAND INSPECTION PROGRAM
EXCEPTIONS DOCUMENT

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Command: MGIF	Division: Golden Gate	Chapter: 17
Inspected by: Sgt. S. Cooper #15879		Date: 08/26/2009

6. Enforcement Tactics:

c(2) – Personnel have been reminded to review Area S.O.P. and HPM 100.67, Law Enforcement Assistance and Inter-Jurisdictional Operations Manual.

7. Pursuits

b(1-2) – Training governing pursuits is conducted quarterly and allied agency participation is reviewed.

Commander's Response:

- Command Involvement: The Commander will continue to emphasize officer safety during briefings, training days and staff meetings. An additional Facility specific training day was conducted in 2009 with half of the day dedicated to driving and OST.
- Training and Certification: The Commander will attempt to encourage an additional employee to become a certified OST instructor.
- Safety Equipment: Facility management and supervisory personnel will continue to ensure employees carry their batons and utilize other police protective equipment as required by Department policy.
- Firearms: The Commander and the Training Sergeant will ensure personnel are current on their required shoots by the fourth quarter of 2009. The Training Sergeant has developed a weapon inspection schedule to assist the weapon inspection officer in properly managing his time and ensuring the Command's weapon inspections are brought into compliance by the fourth quarter of 2009.
- Physical Methods of Arrest: The Training Sergeant and Facility OST Instructor will put together a Facility specific AOST training program.

COMMAND INSPECTION PROGRAM
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Command: MGIF	Division: Golden Gate	Chapter: 17
Inspected by: Sgt. S. Cooper #15879		Date: 08/26/2009

Inspector's Comments:

Despite some deficiencies with weapons inspections and range shoots, the Area's officer safety program is functional. The noted deficiencies have been identified and correctable measures are in place to eliminate those issues. The Training Sergeant has ensured the Employee Training Records System is current and completed training is entered on a timely basis. The Area will work to incorporate AOST tactics into its quarterly training days.

Required Action

Corrective Action Plan/Timeline

- The Area Training Sergeant will work with the range officer to ensure employees have the requisite number of shoots by the end of the fourth quarter 2009.
- The Training Sergeant will regularly communicate with the Area weapons officer to ensure the weapons inspection schedule is followed to ensure compliance.
- The Area OST instructor has been tasked with developing an Area-specific AOST program.

COMMAND INSPECTION PROGRAM
EXCEPTIONS DOCUMENT

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Command: MGIF	Division: Golden Gate	Chapter: 17
Inspected by: Sgt. S. Cooper, #15879		Date: 08/26/2009

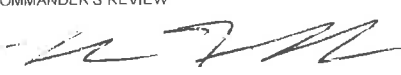
Required Action

Corrective Action Plan/Timeline

<input type="checkbox"/> Employee would like to discuss this report with the reviewer. (See HPM 9.1, Chapter 8 for appeal procedures.)	COMMANDER'S SIGNATURE 	DATE 12-10-09
	INSPECTOR'S SIGNATURE 	DATE 11-20-09
<input type="checkbox"/> Reviewer discussed this report with employee <input type="checkbox"/> Concur <input type="checkbox"/> Do not concur	REVIEWER'S SIGNATURE 	DATE 1.13.10

AREA	DIVISION	NUMBER
Mission Grade I.F.	Golden Gate	391
EVALUATED BY	DATE	
S. Cooper, #15879	08/26/2009	

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION <input checked="" type="checkbox"/> Formal Evaluation <input type="checkbox"/> Informal Evaluation		SUSPENSE DATE	
FOLLOW-UP REQUIRED <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		<input checked="" type="checkbox"/> Correction Report BY S. L. Cooper	COMMANDER'S REVIEW  DATE 9/24/09

1. COMMAND INVOLVEMENT

EVALUATED	ACTION REQUIRED	CORRECTED
08/26/2009	NO	N/A

- a. Does the command emphasize importance of proper enforcement tactics to achieve the lowest possible incidence of injuries incurred by officers? ☒ Yes ☐ No
- (1) Does the commander stress importance of proper enforcement tactics, including use of force? ☒ Yes ☐ No
- (2) Does the safety record of the command reflect an awareness of proper tactics? ☒ Yes ☐ No
- (3) Do the officers' CHP 100 and CHP 118s, Performance Appraisals, contain comments on officer safety? ☒ Yes ☐ No
- b. Are the commander and lieutenants knowledgeable of enforcement tactics, physical methods of arrest, proper use of force, and the correct use of safety equipment? ☒ Yes ☐ No
- (1) Is this knowledge applied properly in critiques of incidents involving officers and sergeants? ☒ Yes ☐ No
- (2) Do the captain and lieutenants maintain a minimum level of enforcement skills? ☒ Yes ☐ No
- (a) Do they attend officer safety training sessions? ☒ Yes ☐ No
- (b) If they are not involved in officer safety, what are the reasons?

2. TRAINING AND CERTIFICATION

EVALUATED	ACTION REQUIRED	CORRECTED
08/26/2009	No	N/A

- a. Do training records indicate formal training has been received and certified? ☒ Yes ☐ No
- (1) Do records reflect annual certification of traffic officers and sergeants for proficiency in enforcement tactics, physical methods of arrest, and the proper use of safety equipment (use of force)? Have certifications been recorded for:
- (a) Searching techniques. ☒ Yes ☐ No
- (b) Handcuffing. ☒ Yes ☐ No
- (c) Use of safety equipment. ☒ Yes ☐ No
- (d) Suspect control. ☒ Yes ☐ No
- (e) High risk and felony stops. ☒ Yes ☐ No
- (f) Hostage control. ☒ Yes ☐ No
- (g) Prisoner transportation. ☒ Yes ☐ No
- (h) Radio control head operation. ☒ Yes ☐ No

AREA MANAGEMENT EVALUATION**OFFICER SAFETY**

CHP 453S (Rev. 6-06) OPI 009

(2) Is the command dedicating enough time toward training?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Do training records reflect certifications for officers and sergeants are current?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Is there an established follow-up procedure to assure timely recertification of all officers and sergeants?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. Do Area supervisors review CHP 121s, CHP 121As, pursuit investigations, personnel complaints, and employ general observations to determine if proper enforcement tactics are being used in the Area?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are well-handled incidents recorded for future training purposes?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are use of force situations closely reviewed to ascertain if all uniformed personnel understand when, and what level of force, is justified?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Does an examination of CHP 100, CHP 118s, and citizen complaints indicate a thorough review is being made?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Do Area supervisors notify those officers who are not proficient and ensure refresher training is made available?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
c. Is refresher training required prior to certification?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are the number of training hours necessary to accomplish certification indicated on the CHP 270?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is any pattern of training weakness apparent?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Have necessary remedial steps been taken to assure thorough and continuous proficiency in all categories?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Does the command have an adequate number of instructors?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Is instructor proficiency maintained?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Has an individual been given responsibility for the program?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Does that individual ensure the quality and level of proficiency is maintained?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are there adequate and properly maintained facilities and equipment available for officer safety training?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) What is the quality and quantity of the training being given? OST is a frequent topic at training days and informal briefings.	Personnel are continually encouraged to remain proactive in their OST proficiency.	

(5) Have the supervisor and his/her alternate received proper training?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
3. SAFETY EQUIPMENT	EVALUATED 08/26/2009	ACTION REQUIRED No
a. Is Oleoresin Capsicum (OC) spray (pepper spray) carried by all uniformed personnel, captain and below, while on duty, in uniform?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Is OC spray used when the need is indicated? Are notations made on booking sheets when OC spray is utilized to subdue a subject?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) When an officer is assaulted and an injury occurs, are the supervisors noting the use/nonuse of OC spray on the CHP 121?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are individuals who are exposed to OC spray decontaminated by flushing the affected area with clear water within 30 minutes?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

AREA MANAGEMENT EVALUATION**OFFICER SAFETY**

CHP 453S (Rev. 6-06) OPI 009

(a) Do Area patrol cars carry at least two 500 mil. bottles of saline solution?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Are officers/sergeants familiar with the decontamination and first-aid procedure?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. Are officers/sergeants familiar with the function of their duty holsters?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Can officers/sergeants draw and fire their weapon, re-holster and without looking at the holster, fasten the safety strap with one hand?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Can officers and sergeants draw and fire their weapons within one and a half seconds, using one hand?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is there personal confirmation by the testing officer that all weapons are unloaded prior to holster-related exercises?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
c. Are officers/sergeants proficient in reloading their weapons?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Do officers/sergeants routinely practice with their batons?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Do officers/sergeants carry their batons on all enforcement stops?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Can officers/sergeants successfully demonstrate approved baton techniques?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
e. Do all uniformed personnel wear body armor?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Were required reports submitted to Supply Services Unit, per policy, for any incidents where body armor was struck by a bullet or other penetrating type instrument?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) If so, did the involved officer receive a complete physical examination?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. Are holsters, ammunition, magazines, magazine pouches, handcuffs, handcuff case, and OC spray projectors inspected in conjunction with the annual performance appraisal?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Do CHP 311 forms indicate compliance?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Were deficiencies corrected within 30 days of the inspection?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
4. FIREARMS	EVALUATED 08/26/2009	ACTION REQUIRED Yes
a. Has the requirement for quarterly review of policy regulating discharge of firearms been compiled with?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Do officers thoroughly understand the policy?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Do incidents involving firearms show proper understanding of the policy?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. Are shoots conducted as required by policy?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(1) Have steps been taken to correct training deficiencies?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are weapons training and maintenance records readily available? Current?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Do training records show qualification with all authorized weapons, day/night shoots, etc.?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
c. Does the Area have a range officer?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Has the officer completed Academy training for range officers?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Does the officer supervise all shoots?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is the officer well-organized in his/her training?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Is there a designated alternate to the range officer?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(a) Has that officer received Academy training?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
AREA MANAGEMENT EVALUATION
OFFICER SAFETY
CHP 453S (Rev. 6-06) OPI 009

d. Are range facilities adequate for pistol, rifle, shotgun and night shoots?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) If not, has alternate training been established and plans developed to obtain adequate facilities?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Do plans follow instructions for range contract renegotiations?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Have future range needs been considered?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
e. Is an effective and efficient inventory process for shotguns, rifles, and ammunition in place?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Have shotguns been inventoried as required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Are all shotguns accounted for?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Is maintenance/cleaning done as required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(c) Are shotguns fired annually to ensure operable condition?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Have tactical rifles been inventoried as required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Are all tactical rifles accounted for?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Is maintenance/cleaning done as required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(c) Is there adequate storage when the weapons are not being carried by on-duty officers?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(d) Is there an effective method for assignment and control?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is there a procedure in place to periodically audit ammunition? Are the following steps in the audit process taken?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Beginning inventory determined?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Has the total amount of ammunition ordered by requisition as well as returned (unused) ammunition been determined?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(c) Has the total rounds issued per ammunition records been determined?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(d) Has a physical inventory of ammunition been taken?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(e) Has the physical count been compared to the balance on hand according to the inventory record?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(f) Have rounds issued per training records been compared to rounds fired per shooting rosters?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(g) Has the mathematical accuracy of the inventory records been tested?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(h) When ammunition orders are received from Supply Services Unit, is the merchandise inspected, quantities checked against the packing/shipping documents, exceptions noted, and receipt acknowledged immediately upon delivery?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. Is policy adhered to requiring firearms not to be drawn, loaded, or unloaded except in the clearing tube?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Does location of the clearing tube(s) provide safety to personnel in or about the office in the event of an accidental discharge?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
g. Are weapons training records maintained as required per policy? Has record reliability been determined by testing the accuracy of the following recorded information?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Do the dates recorded on the various records correspond to the actual date training was conducted?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Do training dates correspond to the activity information on the employee's CHP 415?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

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(3) Do training dates closely correspond to the dates ammunition was issued for training (per inventory records)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Was ammunition issued for training (per inventory records) compared with the actual amount expended (per the shooting roster)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Once done, was the disposition of any unused ammunition verified for those training days tested?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Are records kept updated as training takes place?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(6) Is training recorded on the employee's CHP 270 and in ETRS?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(7) Is required information recorded in accordance with established guidelines and instructions?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(8) Is a roster maintained for each shoot which includes all pertinent information (type of shoot, scores, date, etc.)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
h. Is there a procedure in place which ensures the person processing the ammunition requisition is not involved with the receiving and recording of ammunition inventory?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Is a similar procedure in place which ensures the person recording weapons training information is not involved with handling and recording ammunition?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is access to the ammunition storage and inventory records limited to the ammunition officer and supervisor or backup employee?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
i. If Area has a resident post (RP), what procedures are used to ensure weapons training of RP officers? N/A		
(1) If RP handles ammunition, are proper accountability procedures in place?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
j. Are required inspections conducted in conjunction with the annual CHP 118?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(1) Is a second inspection of the primary firearm conducted every six months?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
5. PHYSICAL METHODS OF ARREST	EVALUATED 08/26/2009	ACTION REQUIRED Yes
a. Do officers practice weaponless defense?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are officers familiar with the opponent's five weakest points?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Have officers with previous assault injuries thoroughly familiarized themselves with weaponless defense?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. Were demonstrations of the following control techniques by officers observed:		
(1) Control holds.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Punches.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Strikes.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Blocks.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Defensive kicks.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(6) Defenses against grabs.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(7) Defenses against weapons.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(8) Ground defense and takedowns.	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(9) Placing and removing suspects into and from vehicles.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

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c. Were observations of practical handcuffing techniques made?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Can officers successfully apply handcuffs to a suspect who is standing, kneeling, prone, or uncooperative?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are all uniformed personnel knowledgeable of departmental policy on handcuffing?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Are all persons subjected to physical arrest searched for offensive weapons?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Has the local jail's experience with CHP arrests been reviewed?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Has a practical demonstration of preliminary frisks and thorough searches been observed?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Do all officers know guidelines pertaining to searches of the opposite sex as outlined in policy?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
6. ENFORCEMENT TACTICS	EVALUATED 08/26/2009	ACTION REQUIRED No
a. Do sergeants and officers have knowledge of proper procedures which should be followed during each of the five options of an enforcement stop?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. Do officers have a constant awareness of their personal safety during enforcement stops and when apprehending suspected or known criminals?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Were demonstrations of an enforcement stop observed which show the officers' ability to safely control the situation at all times regardless of the level of hazard presented?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is the violator stop effectively made?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Is the violator completely controlled?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(c) Is the prisoner properly prepared for transportation?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
c. Is there evidence of pre-planning and coordination with allied agencies to prepare beat officers for hostage situations?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Do officers understand their role is limited to containment of the incident until relieved by the authority having jurisdiction?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are officers aware of the need to maintain fire discipline at all times?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are officers knowledgeable of their responsibility to detain potential witnesses, control ingress and egress to the scene, evacuate the area if required, and render necessary medical aid?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Were various officers and supervisors questioned to determine their knowledge of the CHP role in hostage incidents?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
7. PURSUITS	EVALUATED 08/26/2009	ACTION REQUIRED No
a. Are all uniformed personnel well-versed in policy regarding the conduct of pursuits?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Number of units?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) When to discontinue?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Were pursuit critiques checked to determine if the pursuits comply with enforcement guidelines listed in policy?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Where noncompliance is indicated, were corrective actions taken?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. Does the Area have written guidelines or plans to ensure proper coordination with allied agencies during pursuits?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

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(1) Are any written agreements on file?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(2) Is Division involved in the planning process?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(3) Does the Area have and use a pursuit training guide tailored to the specific needs of the command?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
8. FORCIBLE STOPS	EVALUATED 08/26/2009	ACTION REQUIRED No
a. Are Area personnel knowledgeable regarding the policy on forcible stops?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Does the Area follow departmental policy?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Have forcible stop reports been reviewed for compliance with policy?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) If forcible stop policy has not been complied with, has corrective action been taken or training conducted?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
9. ROADBLOCKS	EVALUATED 08/26/2009	ACTION REQUIRED No
a. Has the Area worked with allied agencies to develop plans for establishing roadblocks and deployment of the hollow spike strip?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(1) Are strategic points and personnel assignments outlined?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(2) Have the officers received instructions on the proper methods of establishing roadblocks?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(3) Have interagency training sessions been conducted?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
10. RADIO FAMILIARIZATION	EVALUATED 08/26/2009	ACTION REQUIRED No
a. Are officers familiar with all aspects of the radio control head?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. Can officers demonstrate how to change the radio from their home Area to another Area/Division?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
c. Can officers efficiently operate all emergency equipment from the radio head?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No